

# **FY25 BUDGET REVIEW MEETINGS March 2024**

## **Questions, Responses, and Information**



- P. 2 Day 1: District-Wide, Transportation, Nutrition, Adult Ed, WPAC**
- P. 13 Day 2: Canal, Congin, Saccarappa with Special Ed, Multilingual, Facilities, Art, Music**
- P. 17 Day 3: WMS, WHS with Special Ed, Multilingual, Facilities, Art, Music, Athletics**
- P. 26 Changes / Moved Items**
- P. 29 Unfilled and New Positions**
- P. 30 Revisit List**

**WRVC rescheduled for March 20.**

## Day 1 Budget Review March 11, 2024 Questions/ responses

### DISTRICT WIDE

Asked Brian to put together items budgeted elsewhere, where it was last year and where it is this year. Andrea suggested it should be flagged-?

There really is no way to do this completely...That said, all departments have been sorted out of the cost centers and can be found in the [budget folder](#). The departments most affected by changes to the chart of accounts are Maintenance, Special Education and Multilingual. All of which are in the [budget folder](#).

Is the auditors' fee a known increase?

We do not know the value at this time. The number is an expectation of what we might spend-the city is separate.

Decrease of other professional salaries? What is that? On page 10.

This line is for contractual perfect attendance. I have renamed the line "Perfect Attendance" to make this clearer in the future. Last year this line was charged 35,000. ADDED \$35,000 to this line

Have we been told about the dental insurance cost?

We do not know the numbers-this should come in around May or June

Note: Dental insurance costs WSD about 12 times less than health insurance. Dental hasn't seen the volatility in the same way as health insurance...Setting aside 3% for an increase represents \$9,000.

How much have we spent this year on Translations year to date? Peter requested that we get three years' worth.

Translation Services Over the Years (1000.0000.2320.53400.900.000000)					
Year	Budget	Actual	Difference		
FY25	\$ 63,000.00	N/A			
FY24	\$ 55,000.00	\$ 41,328.38			Represents Year to Date
FY 23	\$ 45,000.00	\$ 58,800.42	\$ (13,800.42)		
FY 22	\$ 30,000.00	\$ 59,671.39	\$ (29,671.39)		
FY 21	\$ 29,000.00	\$ 31,785.66	\$ (2,785.66)		

Andrea asked to have the year to date and a three year representation of the use of contingency.

Contingency by its very nature is difficult to predict. The FY23 over spending was associated with the final stages of the WHS fire/code work. This was work that had to happen. This year our contingency budget was overspent by \$39,720 with the initial mold remediation work at the WPAC. When \$183,364.07 was credited back to WSD for reimbursable expenses associated with the \$1M bond, this account was put back into the black.

Congingency (1000.0000.2320.58902.900.000000)			
	Budget	Actual/to Date	Difference
FY 25	\$ 234,000.00	N/A	
FY 24	\$ 259,000.00	\$ 112,356.00	\$ 146,644.00
FY 23	\$ 259,200.00	\$ 611,530.01	\$ (352,330.01)
FY 22	\$ 131,900.00	\$ 190,075.74	\$ (58,175.74)
FY 21	\$ 130,763.58	\$ 89,805.41	\$ 40,958.17

Custodial salaries are zeroed out from last year, is the 30K broken out somewhere else?  
P.24

This line was omitted from the budget and needs to be funded. Currently the to date spending on this line 1000.0000.2620.51200.900.000000 is \$25,896.88. Given that we are 2/3 through the fiscal year this line should be funded at \$39,000.

P26 Purchased Services is down?

Purchased services will be itemized and much more specific, this page is just for CO, it is

boilerplate for all locations

P30-Brian was asked to explain this page

Bond Schedule:

SRRF - This value is captured in line 1000.0000.5100.58310.900.000000

LOAN  
INTEREST RATES, PRINCIPAL REPAYMENT AND  
PRINCIPAL FORGIVENESS SCHEDULE

Payment Date ( 11/01 )	Total Principal Amount	Principal Forgiveness	Net Principal Payable	Interest Rate
11/01/2022	\$83,915.50	\$43,325.60	\$40,589.90	0%
11/01/2023	\$83,915.50	\$43,325.60	\$40,589.90	0%
11/01/2024	\$83,915.50	\$43,325.60	\$40,589.90	0%
11/01/2025	\$83,915.50	\$43,325.60	\$40,589.90	0%
11/01/2026	\$83,915.50	\$43,325.60	\$40,589.90	0%
11/01/2027	\$83,915.50	\$43,325.60	\$40,589.90	0%
11/01/2028	\$83,915.50	\$43,325.60	\$40,589.90	0%
11/01/2029	\$83,915.50	\$43,325.60	\$40,589.90	0%
11/01/2030	\$83,915.50	\$43,325.60	\$40,589.90	0%
11/01/2031	\$83,915.50	\$43,325.60	\$40,589.90	0%
Totals:	\$839,155.00	\$433,256.00	\$405,899.00	

Capital Improvement Bonding Schedule - These values are captured Minor School Construction Principal and Interest 1000.0000.2680.583 (1,2)0.900.000000 - Principal 58,336.20 and interest \$48,140.00

Maine Municipal Bond Bank - Loan Schedules  
MMBS Series 2023B

City of Westbrook Debt Service Schedule - Project Loan						Fiscal Yr. : Amortization :	6/30/2023 Level Principal
Date	Tax-Exempt Principal	Tax-Exempt Coupon	Tax-Exempt Interest	Tax-Exempt Debt Service	Annual Net Debt Ser.	Bond Statistics	
11/2/2023							
5/1/2024	0.00		24,506.64	24,506.64	24,506.64	Average Life:	10.4972
11/1/2024	58,336.20	3.930%	24,643.54	82,979.74	0.00	TE Proceeds:	1,166,724.00
5/1/2025	0.00		23,497.24	23,497.24	106,476.98	Net Interest Cost:	4.446040%
11/1/2025	58,336.20	3.910%	23,497.24	81,833.44	0.00	True Interest Cost:	4.405786%
5/1/2026	0.00		22,356.77	22,356.77	104,180.21	Max Coupon:	4.930000%
11/1/2026	58,336.20	3.800%	22,356.77	80,692.97	0.00	Min Coupon:	3.740000%
5/1/2027	0.00		21,248.38	21,248.38	101,941.35	TE Arb Yield:	4.232869%
11/1/2027	58,336.20	3.740%	21,248.38	79,584.58	0.00		
5/1/2028	0.00		20,157.49	20,157.49	99,742.07		
11/1/2028	58,336.20	3.760%	20,157.49	78,493.69	0.00		
5/1/2029	0.00		19,060.77	19,060.77	97,554.46		
11/1/2029	58,336.20	3.790%	19,060.77	77,396.97	0.00		
5/1/2030	0.00		17,955.30	17,955.30	95,352.27		
11/1/2030	58,336.20	3.810%	17,955.30	76,291.50	0.00		
5/1/2031	0.00		16,843.99	16,843.99	93,135.49		
11/1/2031	58,336.20	3.850%	16,843.99	75,180.19	0.00		
5/1/2032	0.00		15,721.02	15,721.02	90,901.21		
11/1/2032	58,336.20	3.880%	15,721.02	74,057.22	0.00		
5/1/2033	0.00		14,589.30	14,589.30	88,646.52		
11/1/2033	58,336.20	3.910%	14,589.30	72,925.50	0.00		
5/1/2034	0.00		13,448.83	13,448.83	86,374.33		
11/1/2034	58,336.20	4.071%	13,448.83	71,785.03	0.00		
5/1/2035	0.00		12,261.39	12,261.39	84,046.42		
11/1/2035	58,336.20	4.216%	12,261.39	70,597.59	0.00		
5/1/2036	0.00		11,031.67	11,031.67	81,629.26		
11/1/2036	58,336.20	4.391%	11,031.67	69,367.87	0.00		
5/1/2037	0.00		9,750.90	9,750.90	79,118.77		
11/1/2037	58,336.20	4.530%	9,750.90	68,087.10	0.00		
5/1/2038	0.00		8,429.58	8,429.58	76,516.68		
11/1/2038	58,336.20	4.680%	8,429.58	66,765.78	0.00		
5/1/2039	0.00		7,064.51	7,064.51	73,830.29		
11/1/2039	58,336.20	4.730%	7,064.51	65,400.71	0.00		
5/1/2040	0.00		5,684.86	5,684.86	71,065.57		
11/1/2040	58,336.20	4.810%	5,684.86	64,021.06	0.00		
5/1/2041	0.00		4,281.88	4,281.88	68,302.94		
11/1/2041	58,336.20	4.860%	4,281.88	62,618.08	0.00		
5/1/2042	0.00		2,864.31	2,864.31	65,482.39		
11/1/2042	58,336.20	4.890%	2,864.31	61,200.51	0.00		
5/1/2043	0.00		1,437.99	1,437.99	62,638.50		
11/1/2043	58,336.20	4.930%	1,437.99	59,774.19	59,774.19		
	1,166,724.00		544,522.54	1,711,246.54	1,711,246.54		

P30 Performing Arts Mold Remediation

First year is interest only, will start principal next year

Also captured Minor School Construction Interest 1000.0000.2680.58320.900.000000 - is the \$21,459 set aside for the first year's interest payment. This is an estimate using bonding tables as the mold remediation bond schedule has not yet been published as we were unsure of the final cost of the project.

P36-Under improvement of instruction, we move to include five district wide stipends for a total of \$7500

This was missed in the proposal. This is for K-12 librarians, K-12 nurses, K-4 ML, K-4 Special Ed, and K-4 Unified Arts. \$1500 each

Katy asked for a schedule of increased costs for out of district placements. What have we spent to date and in the past? K-8 and 9-12

As you can see this has been an increasing cost through FY23 - projections for FY24 would suggest that this will be an expense of \$549,015 this year - While we can't predict with certainty how many children will be in need of out of district placement, we do

know that these rates are going up next year.

Special Education Out of District (1000.2300.1000.55630.950/990.000000)					
Year	Budget	Actual	Difference		
FY 25	\$ 571,296.00	N/A			
FY 24	\$ 492,609.70	\$ 366,010.28	\$ 126,599.42	Represents Year to Date	
FY 23	\$ 277,000.00	\$ 643,059.58	\$ (366,059.58)		
FY 22	\$ 135,000.00	\$ 413,072.06	\$ (278,072.06)		
FY 21	\$ 179,500.00	\$ 214,441.55	\$ (34,941.55)		

Andrea asked about paid staff vs contracted services and how that cost was adjusted?

Have we decreased? Increased? (PT, Psych)

Psych Services Comparison:

	Salary and Benefits	Contracted Services	Total
FY24	\$ 209,170.70	\$92,291.40	\$301,462.10
FY25	\$ 112,377.96	\$256,730.00	\$369,107.96
Difference: \$67,645.86			

Physical Therapy:

	Salary and Benefits	Contracted Services	Total
FY24	\$ 0	\$47,000	\$47,000
FY25	\$ 0	\$87,000	\$87,000
Difference: \$40,000			

Noreen requested a list of grants

Here is a list of grants - these are FY24 as the grant award notification for grants has not come out for FY25. We do know that T1 will be going down due to the way that poverty is calculated for any city with 20,000 residents or more - which is where Westbrook is as of the last census. The total is \$3,479,010.68 which serves as an offset for necessary costs in the general fund.

Bipartisan Safe Communities Act	<a href="#">Bipartisan Safe Communities Act</a>	\$420,750.00	\$420,750.00	\$0.00	\$420,750.00	\$51,175.00
CTE Perkins Secondary	<a href="#">CTE Perkins Secondary</a>	\$225,817.00	\$225,817.00	\$9,023.68	\$216,793.32	\$72,107.19
CTE State Funds	<a href="#">CTE Industry Standards</a>	\$24,214.24	\$24,214.24	\$0.00	\$24,214.24	\$13,651.23
ESEA Consolidated	<a href="#">Title I, Part A</a>	\$1,549,444.65	\$1,549,444.65	\$351,996.63	\$1,197,448.02	\$137,856.77
ESEA Consolidated	<a href="#">Title II, Part A</a>	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00
ESEA Consolidated	<a href="#">Title III: Family Engagement</a>	\$11,000.00	\$11,000.00	\$0.00	\$11,000.00	\$2,465.93
ESEA Consolidated	<a href="#">Title III: Instruction</a>	\$49,504.00	\$49,504.00	\$0.00	\$49,504.00	\$0.00
ESEA Consolidated	<a href="#">Title III: Professional Development</a>	\$8,558.23	\$8,558.23	\$0.00	\$8,558.23	\$0.00
ESEA Consolidated	<a href="#">Title IV: Effective Use of Technology</a>	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	None
ESEA Consolidated	<a href="#">Title IV: Well Rounded Education</a>	\$27,538.70	\$27,538.70	\$0.00	\$27,538.70	\$0.00
Literacy Grant	<a href="#">Literacy Grant</a>	\$219,800.83	\$219,800.83	\$0.00	\$219,800.83	\$0.00
Preventing Student Homelessness	<a href="#">Preventing Student Homelessness</a>	\$43,061.14	\$43,061.14	\$4,567.00	\$38,494.14	\$11,362.71
Special Education	<a href="#">IDEA Preschool 619</a>	\$17,636.25	\$17,636.25	\$8,019.05	\$9,617.20	\$3,762.91
Special Education	<a href="#">IDEA School-Age 611</a>	\$749,727.72	\$749,727.72	\$270,633.17	\$479,094.55	\$56,959.13
McKinney-Vento Homeless Assistance	<a href="#">McKinney-Vento Homeless Assistance</a>	\$29,957.92	\$29,957.92	\$0.00	\$29,957.92	\$8,664.52
Title I Summer Reallocation Grant	<a href="#">Title I Summer Reallocation Grant</a>	\$0.00	\$0.00	\$0.00	\$0.00	None
		\$3,479,010.68				

Andrea asked about where this budget is in terms of per pupil expenditures.

[\\$21,357.38](#) is a rough estimate. This is from the website of how [DOE calculates per pupil spending](#): "Federal Regulation § 200.35 Per-pupil expenditures states the following:

"The per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual non-personnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each local educational agency and each school in the State for the preceding fiscal year."

"(c) Uniform procedures. A State must develop a single statewide procedure to calculate LEA current expenditures per pupil and a single statewide procedure to calculate school-level current expenditures per pupil, such that –

(1) The numerator consists of current expenditures, which means actual personnel costs (including actual staff salaries) and actual non-personnel expenditures of Federal, State, and local funds, used for public education –

(i) Including, but not limited to, expenditures for administration, instruction, instructional support, student support services, pupil transportation services, operation and maintenance of plant, fixed charges, preschool, and net expenditures to cover deficits for food services and student body activities; but

(ii) Not including expenditures for community services, capital outlay, and debt service; and

(2) The denominator consists of the aggregate number of students enrolled in preschool through grade 12 to whom the State and LEA provide free public education on or about October 1."

The numerator of this calculation will consist all reported expenditures in the fiscal year, except those exclusions defined below. The numerator will also include direct state costs including teacher retirement.

A list of program, function, and object codes that must be reported at a building level can be determined

in the Maine Education Financial System. Buildings for which these items must be reported are those buildings in which student data is reported to Maine student data system.

The denominator to this calculation will be the PreK-12 October count, which is the same, as used on Page 1 of the ED 279, of the same fiscal year, by school building.”

State Per Pupil: reported by DOE for 2022-23: \$23,920

	Less non Qualifying		Total
General Fund	\$ 50,949,800.54	\$ 5,093,255.06	\$ 45,856,545.48
Grants (estimate)*	\$ 3,479,010.00	0	\$ 3,479,010.00
		Total	\$ 49,335,555.48
		Number of Students	2310.00
		Per pupil	\$ 21,357.38

Andrea asked about two positions that were requested but not put in the budget:

Curriculum Coordinator and Data and Information Specialist.

Curriculum Coordinator would oversee PK-12 and adult curriculum, instruction, and assessment including professional development, universal programming, and intervention programming. Would oversee curriculum reviews and revisions. Would collaborate with principals, instructional coaches, assistant superintendent, and superintendent. Est. salary: 100,000.

Data Information Specialist would work with Director and Data Specialist to oversee application of data info technology, monitor use including cyber security. Would work with Tech Integration Coach to oversee applications for learning and how they fit into learning systems. Est sal: 85,000

## TRANSPORTATION

Are the mechanic salaries competitive in this area?

Yes. \$27.18/hour vs. \$25.51 average among schools in Cumberland County with a mechanic on staff.



Year to date on vehicle supplies that have been spent

Below is the Vehicle Supplies history - It appears that although we have been flat with the \$67,000 budget for 3 years - based on prior year's expenses, this seems adequate.

Based on our current actuals, I project that we will spend about \$60,000

Vehicle Supplies (1000.0000.2730.56700.900.000000)					
Year	Budget	Actual	Difference		
FY 25	\$ 67,000.00	N/A			
FY 24	\$ 67,000.00	\$ 40,033.35	\$ 26,966.65	Represents Year to Date	
FY 23	\$ 67,000.00	\$ 43,683.55	\$ 23,316.45		
FY 22	\$ 61,000.00	\$ 49,185.88	\$ 11,814.12		
FY 21	\$ 58,000.00	\$ 41,798.15	\$ 16,201.85		

## NUTRITION

Brian will correct Mary's salary numbers-inverted-seems like they all may be?

We will review all of School Nutrition on Wednesday, March 20, 2024

Andrea asked about a breakdown of hourly wages for current School Nutrition staff.

Staff hourly wages for School Nutrition is below

Location	Position	FTE	Annual	Experience	Hourly	Number of hours
District	Administrative Assistar	1	\$ 25,909.80	After 25 y	\$ 23.88	5
Saccarappa School	Cafeteria Cook	1	\$ 8,808.24	6 Month	\$ 14.98	3
Westbrook High Sc	Cafeteria Cook	1	\$ 23,073.12	After 12 y	\$ 19.62	6
Congin School	Cafeteria Cook	1	\$ 26,918.64	After 12 y	\$ 19.62	7
Westbrook Middle	Cafeteria Cook	1	\$ 26,918.64	After 12 y	\$ 19.62	7
Saccarappa School	Cafeteria Cook	1	\$ 27,124.44	After 15 Y	\$ 19.77	7
Westbrook Middle	Cafeteria Cook	1	\$ 28,043.68	After 25 y	\$ 20.44	7
Congin School	Cafeteria Cook	1	\$ 28,106.40	After 5 Ye	\$ 19.12	7.5
Congin School	Cafeteria Cook	1	\$ 28,841.40	After 12 y	\$ 19.62	7.5
Westbrook High Sc	Cafeteria Cook	1	\$ 29,488.20	After 20 Y	\$ 20.06	7.5
Canal School	Cafeteria Cook	1	\$ 29,488.20	After 20 Y	\$ 20.06	7.5
Saccarappa School	Cafeteria Cook	1	\$ 30,544.64	After 10 Y	\$ 19.48	8
Westbrook Middle	Cafeteria Helper	1	\$ 8,808.24	6 Month	\$ 14.98	3
Congin School	Cafeteria Helper	1	\$ 10,276.28	6 Month	\$ 14.98	3.5
Saccarappa School	Cafeteria Helper	1	\$ 10,778.04	After 5 Ye	\$ 18.33	3
Congin School	Cafeteria Helper	1	\$ 10,778.04	After 5 Ye	\$ 18.33	3
Westbrook High Sc	Cafeteria Helper	1	\$ 10,778.04	After 5 Ye	\$ 18.33	3
Westbrook Middle	Cafeteria Helper	1	\$ 11,336.64	After 20 Y	\$ 19.28	3
Westbrook High Sc	Cafeteria Helper	1	\$ 11,571.84	After 25 y	\$ 19.68	3
Westbrook High Sc	Cafeteria Helper	1	\$ 14,370.72	After 5 Ye	\$ 18.33	4
Saccarappa School	Cafeteria Helper	1	\$ 15,099.43	6 Month	\$ 14.98	6
Westbrook Middle	Cafeteria Helper	1	\$ 21,132.72	After 2 Ye	\$ 17.97	6
Westbrook Middle	Cafeteria Helper	1	\$ 23,352.42	After 5 Ye	\$ 18.33	6.5
Westbrook Middle	Cafeteria Helper	1	\$ 25,277.07	After 5 Ye	\$ 18.33	7
Westbrook High Sc	Cafeteria- Food Service	1	\$ 33,382.80	After 10 Y	\$ 22.48	7.5
Westbrook Middle	Cafeteria- Food Service	1	\$ 38,111.04	After 25 y	\$ 24.06	8

P 13 Nutrition, why is everything zeroed out under worker's comp

We will revisit all of school nutrition on revisit day.

PD and Repairs p18-19-20 is zeroed out, why?

We will revisit all of school nutrition on revisit day.

## ADULT EDUCATION

Jen Brooks salary?

\$117,246.22

Where are benefits?

Below is a listing of all the accounts associated with Ms. M-B's salary and benefits

15006000230051040460000000	Mull-Brooks, Jen	0.9000	\$105,521.59
15006000230052140460000000	Mull-Brooks, Jen	0.0000	\$22,106.20
15006000230052340460000000	Mull-Brooks, Jen	0.0000	\$4,616.29
15006000230051040460000000	Mull-Brooks, Jen	0.0000	\$2,249.87
15006000230052141460000000	Mull-Brooks, Jen	0.0000	\$1,653.13
15006000230052240460000000	Mull-Brooks, Jen	0.0000	\$1,413.99
15006000230052740460000000	Mull-Brooks, Jen	0.0000	\$433.68
15006000230052141460000000	Mull-Brooks, Jen	0.0000	\$301.08
15006000230052141460000000	Mull-Brooks, Jen	0.0000	\$155.76
15006000230052141460000000	Mull-Brooks, Jen	0.0000	\$140.14
15006000230052340460000000	Mull-Brooks, Jen	0.0000	\$100.62
15006000230052240460000000	Mull-Brooks, Jen	0.0000	\$30.71
15006000230052740460000000	Mull-Brooks, Jen	0.0000	\$9.36

Noreen asked where the lease/rental was for the community center last year

Contract Cleaning: Budget \$1,560 Spent to Date \$973.95

Rental: Budget: Budgeted in incorrect line Spent to date:  
\$9,193.92

This line that Ms. Brooks chose is the appropriate line for this expense - it was previously charged incorrectly to line 1500.6600.53300.460.000000

Asked Jerre Bryant about rental at WCC. When the city took over former Wescott Jr. High, they made major renovations including a new roof. A system for charging tenants was developed to pay the costs of renovation of the building. A tenant is when an organization (schools, Westbrook Historical Society, etc.) needs a consistent space for an extended period. (Meeting space, for example, is without charge.) Adult Ed is choosing to rent this space for classes because of its location on convenient bus routes, access to other services, and dedicated classroom space. Classes are also held at WRVC.

If we pay rent @ community center, why does the city not pay rent for 114?

We have not charged the city for rm 114 and there has not been a system for doing so. City did contribute to renovation, furniture to 114 after the fire.

Andrea asked what part of the Adult Education budget will be paid locally (as it is an enterprise account)? Not in general fund, but we want to know what we are asking for from the public to support AE? Noreen wants a list of shows and anticipated revenues coming in for the season?

Information below:

Budget:

FY25 budget presented: \$545,559.59

Revenue:

State Aid: \$99,515.12

Grants: \$44,850.00

Expected Revenue from Fees: \$30,000.00

Total: \$174,365.12

Local Only Expense: 371,194.47

**WPAC**

No questions.

## Day 2 Budget Review March 12, 2024 Questions/Responses

### CANAL SCHOOL

Decrease in SEL?

Reduced by \$15,000 since the state is funding BARR

Do we lock in a rate for natural gas?

Brian answered - Yes, in blocks so that we mitigate our risks.

Why is HVAC not in the same area?

One is vendors we are paying for monitoring and support and one is to pay for repairs.

Why is tuition reimbursement down?

Based on actual expenses FY24.

Why are we not seeing more UA staff at elementary? What is the plan to cover as we needed a 1/5 position this year.

Ongoing enrollment monitoring and planning. This has been discussed at ED Programs. Estimated elementary classrooms: 22 (currently 23.) Each class has STEAM, art, music, PE , library. Each UA teacher can teach 5 to 6 class sections per day and have planning time and travel time. 60 sections available. There is enough room in the two teacher schedules in each UA. Teachers may have to travel during the day. Need to keep elementary UA on the radar. Two committee members are concerned about UA and stretching for budget reasons

Every school had a budget for repairs, have we gone over budget in those lines? Do not include the mold remediation costs.

Yes we have - We will use contingency to cover these overages. Systems need to be monitored and repairs need to be made when they happen.

Asked about supporting staff wage increases

Explained we are not at market. We need to give a fair wage. Have lost some great people.

One unfilled SC ed tech? All year? Why?

Yes. Have twice hired but did not work out. Has a sub one day a week. Using bench sub to cover as well. Kelli explained about the two unfilled ET III jobs in the district.

### CONGIN SCHOOL

Questions about the number of PLC stipends varying by school.

Number of PLC Stipends vary by school, depending on size of school. On Page 3 of Congin's budget, there were some questions.

In FY 24

Line 1000.000.2213.51570.020.000000 - Was used for Mentor Stipends \$8,445.30

Line 1000.000.2213.51501.020.000000 - Was used for PLC/BARR \$7,500.00

In FY24 Stipend/Instructional/BARR/PLC in line 1000.000.2213.51501.020.000000 to align with ALL of the schools in Westbrook and Line 1000.000.2213.51570.020.000000 was Zeroed to reflect this new expense on District Wide budget page 1 line 1000.0000.2210.51500.900.000000

What has been moved from lines across the budgets. For example, certification being moved from school level to district...

This should help make this make more sense

Organizing Leadership Stipends				
Description	FY 24 Budget	FY 25 Budget	Dollar Difference	What Changed
Certification Committee - District	\$0.00	\$39,718.40	\$39,718.40	New account line to capture all district wide certification committee members
Canal Stipend Instructional/BARR/PLC Leaders	\$9,765.30	\$4,500.00	-\$5,265.30	This line included certification committee members...They have been moved to the district line
Congin Stipend Instructional/BARR/PLC Leaders	\$8,445.30	\$7,500.00	-\$945.30	This line had been used for certification - these funds have been moved to the district line. All Instructional/BARR/PLC Leaders have been put here.
Formally the Congin Instructional/BARR etc	\$7,500.00	\$0.00	-\$7,500.00	This line was used for Instructional stipends - The funds have been moved to the line above
Saccarappa Stipend Instructional/BARR/PLC Leaders	\$15,502.65	\$7,500.00	-\$8,002.65	This line included certification committee members...They have been moved to the district line
WMS Stipend Instructional/BARR/PLC Leaders	\$22,916.30	\$27,500.00	\$4,583.70	This line had been used for certification and PLC Leaders - Certification funds have been moved to the district line. WMS Team Leaders have been added to this line
Used to be WMS Team Leaders	\$14,000.00	\$0.00	-\$14,000.00	This line had WMS Team Leaders - They were moved to the line above
WHS Stipend Instructional/BARR/PLC Leaders	\$23,185.30	\$11,000.00	-\$12,185.30	This line included certification committee members...They have been moved to the district line

P10, Congin Admin Asst.

This Line was adjusted to reflect 1 FTE and so moved from \$32,414.59 to 40,517.50 a change of 8,102.90

Playground at Congin, line item for repairs. Is this enough money to take care of the broken playground implements?

Tony has ordered replacements and he feels what we have will help us this coming year.

Peter needs to talk to the city about the outdoor equipment fund that was set up years ago by the city.

Met with Jerre Bryant. There was funding in the city budget many years ago (10 years or more) established by City Council for playgrounds at schools and Riverbank Park. He is researching when this was spent. Memory says it added equipment at the elementary schools.

Need an update on filled/unfilled staffing in maintenance

Tony stated 3 are filled and one open position for maintenance. In custodial there are two FTEs that have not been filled.

Do we have the appropriate number of days at Congin for UAs.

Assignment may not be finalized until Spring. Everyone is whole in the budget for what we need.

Intramurals

Need to be consistent across budgets. We have to show benefits at Congin

Account	FY 24 Budget	FY 25 Budget Final	Dollar Difference
Salary Canal	\$2,509.00	\$5,000.00	\$2,491.00
Salary Congin	\$3,705.00	\$6,000.00	\$2,295.00
Salary Saccarappa	\$5,304.00	\$8,000.00	\$2,696.00
SS/Med Canal	\$28.60	\$28.51	-\$0.09
SS/Med Congin	\$45.00	\$90.00	\$45.00
SS/Med Saccarappa	\$195.00	\$145.44	-\$49.56
MPERS Canal	\$89.42	\$89.48	\$0.06
MPERS Congin	\$199.72	\$199.72	\$0.00
MPERS Saccarappa	\$514.46	\$286.24	-\$228.22
WC Canal	\$9.00	\$8.40	-\$0.60
WC Congin	\$14.68	\$24.00	\$9.32
WC Saccarappa	\$13.22	\$29.44	\$16.22

## SACCARAPPA SCHOOL

PLC decrease of 8K

In FY24 this line contained Certification Committee members as well - These are now found on District Wide budget page 1 line 1000.0000.2210.51500.900.000000 - \$8,002.65 to this line

Reduction in technology supplies for SACC

Discussed copiers- Barb will verify 16k reduction

Travel for Principal? All admins

Brian has reviewed and it appears that all administrator's travel stipend is contained on line 1000.0000.2320.53300.900.000000

\$31050 adjustment in the budget

When new proposed positions are put in the budget, how do we estimate the salaries of those individuals?

Estimate an early career teacher at the Step 6 BA level, 50,103 plus benefits.



## Day 3 Budget Review March 13, 2024 Questions/Responses

### MULTILINGUAL

No questions

### WMS

p9-Library Ed tech  
moved out of general to Library lines.

P14-130,000 decrease? Why is it so decreased?  
4 year lease on 7/8 laptops, we are now done paying

P15 says Stipend-Brian to check  
In the FY25 budget all instructional/leadership stipends in all buildings have been put in line 1000.0000.2213.51501.location code.000000. For uniformity.

For WMS in FY 24 this line was used for 7 PLC Leaders \$10,500 and certification committee members \$12,416.30. Line 1000.0000.2400.51500.060.000000 was used for 8 Team Leaders \$14,000.

In the FY25 Budget both 8 Team Leaders and 7 PLC Leaders were moved to line 1000.0000.2213.51505.060.000000 \$27,500 and Recertification members were moved to the District Wide budget page 1 line 1000.0000.2210.51500.900.000000. A BARR Coordinator at WMS was added to the budget due to the size of the school/ number of students to support this growing district-wide initiative.

P23-what is the increase of 30k in electricity. MS is heated with condensing natural gas boilers.

Estimating a reasonable value for electricity with all the changes is difficult. Our actual expenses for electricity exceed our projections. The addition of 30k is an attempt to adjust this value to reflect usage.

Natural gas was less than projected this year so this value was decreased to reflect usage.

Looking at a dip in electrical usage from two things....no negative air pressure machines and an efficient chiller

We are locked into electricity for two years out on 75% of our electricity costs.

Waiting for our evaluation on overall energy usage on all of our properties.

Would like to know what we paid the city for lawn mowing and grounds work vs what we are asking for in our bids.

Bids due 3/29. May have some information when we wrap up or may not. Maybe in time for the second reading...but that is unlikely

Consumables are down

Due to fewer numbers of students. Flat from last year in terms of per student

Intervention teacher

New request. Will support teachers in designing Tier I interventions to support students accessing instruction in the classroom. This individual will use school/district data to determine what interventions are likely to improve student outcomes and assist with implementation. The work is directly connected to student outcomes.

Field trip line on p28, is it less per student than other schools?

\$12 at elementary and \$10 at MS. MS has not gone on as many field trips. Impacted by transportation and staffing.

P31-Walsh needs to be moved (on p. 9)

Done

Koni and Miller need to be moved

Done

Clarified what WC meant

Workers Comp. Adjustments Made - a salary was put in a benefits line and a benefit was put in the salary line for this individual during the budget development process. This has been fixed.

Need to review actuals for activities, fuel up is gone and that is likely the reduction.

Difference between FY24 and 25 is due to the omission of

1. 2 "fuel-up" Stipends \$600 each
2. A line called Middle School Activities Stipend for \$1,200

Why is there a decrease in athletic transportation?

Transportation for athletics is a part of how schools. Billing for trips is not something that exists, nor is there a pathway for this to happen. Costs are figured into the transportation budget.

**WHS**

JMG program has a 7k increase,

JMG pays the salary, the increase is in the contract. This should be the "top" out.

We contribute about a third of the program cost.

Increase in laptop repairs

Due to budgeted amount for laptop repairs at HS (50,000) and MS (30,000). Reflects new policy to not charge families insurance. As was for what we currently spend at HS \$37,599.56

P29 note grade 9 student and staff Laptops

These will be purchased under ESSER as a cost saving measure.

Missing a custodian at WHS

Position Added

P31 Open position

Due a retirement (P. Wescott), it will be reclassified as an office clerk based on the work needing to be done.

P. 42-cost increase for liability and insurance,

it is high, we might not have enough in these lines. Insurance rates nationally are going up. Will not know the cost until this summer. Used actuals but this might cost more.

Gym floor-was in a different line, where is it?

On p.47 it is zeroed out on the list.

Roof inspection is doubled

inspection is more expensive the older the roof is...

\$4600 decrease in contracted services for the HS on page 80.

We are **not** providing less instruction; things have been moved around. Add was for color guard MS director.

P90, need to verify Sue Proulx's stipend-Brian

Item has been added

Art Kiln replacement

Last year different things were purchased. All the kilns were inspected this year due to increased programming. HS Kiln is 30 years old and needs to be replaced. Reductions were due to other things that did not need to be purchased

Addition to Sped? Brian needs to review? Relocate an ed tech?

Corrections Made

FLS self-contained unfilled

High needs, Wendy assured that there is plenty of staff in the room.

132-33 –do we have three alt ed teachers

Yes. R. Meserve is filling as one year only, should not be in the benefits. Peter talked about the RLP position request, how J. Z. Floyd is in current RLP paid by ESSERF but is listed in his original role in Alt Ed. R Meserve name has been removed

Why activities have increased in cost.

Beth Murphy explained. This is due to returning to pre-pandemic levels of participation. Great news!

Andrea asked about the gap no SS teacher would leave...what would it fill?

Wendy talked about need for electives beyond core curriculum (Wabanaki Studies, Africana Studies, Civics, etc.

Question about changing staff in special education, concerns for the incoming K class. Would like more information about the needs of special education population and how their needs are being met...PT, OT, Speech, currently and trend for services. Staff levels across the district in these areas and contracted services as well as class load for service areas

Enrollment in Special Education Programs has grown by 10% since 2017

Date	Total Population	% with Disabilities
Jan 2024	2329	26%
22-23	2348	24%
21-22	2403	24%
20-21	2330	20%
19-20	2474	21%
18-19	2487	19.9%
17-18	2490	16.8%

## CDS

Grown by 24 students since 2017-18.

Approx. 1/3 of incoming K class projected Fall 24.

Incoming CDS per year	#'s of students identified
2024-25 Already Identified	60 (with growing enrollment) see chart below for breakdown of services

2023-24	52
2022-23	49
2021-22	43
2020-21	46
2019-20	30
2018-19	40
2017-18	34

School	Program	# Students
Incoming CDS FY 2025	Total Special Education	60
	Speech Case Management	19
	Speech	41
	OT	24
	PT	10

### Out of District Placements

Year	Out of District	Without Group Home and Spring Harbor
March 2024	31	9
2022-23	30	9
2021-22	26	7
2020-21	30	8
2019-20	31	5
2018-19	28	5
2017-18	23	5
2016-2017	5	5

### Breakdown of Programs 2023-24

School	Program	# Students	# SpEd Staff
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<b>Canal</b> 49 students 25% of school pop	<b>Resource</b>	27 +4 referrals	2 Teachers
	<b>Functional Academics</b>	9 + 1 referral	1 Teacher 3 Ed techs (1 open)
	<b>Intensive Behavior (gr K-6)</b>	6	1 Teacher 3 Ed techs(1 Local Entitlement)
	<b>Speech Case Management</b>	7 + 1 referral	1 Therapist
	<b>Speech</b>	25	1 Therapist
	<b>OT</b>	23	.75 Therapist
	<b>PT</b>	1	.5 contracted
	<b>SW</b>	26	1 Therapist
<b>Congin</b> 58 students 17% of school pop	<b>Resource</b>	21 + 5 referrals	1 Teacher
	<b>Functional Academics</b>	18 + 4 referrals	1 Teacher 4 Ed Techs
	<b>Speech</b>	26	1 Therapist
	<b>Out of District</b>	4	NA
	<b>OT</b>	19	.75 Therapist
	<b>PT</b>	5	.5 contracted
	<b>SW</b>	25	1 Therapist
<b>Saccarappa</b> 130 students 33% of school pop	<b>Resource</b>	23 + 1 referral	1 Teacher
	<b>Intensive Resource</b>	16 +3 referrals	1 Teacher 3 ed techs (1-one year)
	<b>Functional Academics</b>	32 +4 referrals	2 Teachers 1 Ed tech
	<b>Functional Life Skills</b>	35 +3 referrals	4 Teachers 15 Ed Techs (1 PK Local Entitlement) (4 one year)
	<b>Speech</b>	1-30 1-40	2 Therapist 1.5 Contracted

	<b>Out of District</b>	1	NA
	<b>OT</b>	57	1 Therapist .5 Contracted .5 Therapist from other schools
	<b>PT</b>	1-13 1-10	1 Contracted
	<b>SW</b>	1-17 1-48	1.5 Therapists
<b>WMS</b> 199 students 27% of school pop	<b>Resource</b>	121 + 9 referrals	6 Teachers 2 Ed Tech (1 One year)
	<b>Intensive Resource</b>	13	1 Teacher 2 Ed Tech(1 Local Entitlement)
	<b>Functional Academics</b>	37	2 Teachers 4 Ed Tech (2 Local Entitlement)
	<b>Intensive Behavior</b>	10	1 Teachers 2 Ed Tech
	<b>Functional Life Skills</b>	7	1 Teacher 5 Ed Tech (1-one year)
	<b>Speech</b>	1-46 1-3 1-9	1 Therapist .5 Therapist
	<b>Out of District</b>	10	NA
	<b>OT</b>	48	.75 Therapist
	<b>PT</b>	1-6 1-2	.5 Therapist contracted
	<b>SW</b>	1-24 1-51	1.5 Therapists
<b>WHS</b> 157 students 20% of school pop	<b>Resource</b>	91 + 5 referrals	4 Teachers 2 Teachers (2 Local Entitlement)
	<b>Functional Academics</b>	26	2 Teachers 2 Ed Techs (1 Local Entitlement)
	<b>Intensive Behavior</b>	15 + 1 Referral	1 Teachers 2 Ed Tech (1 Local Entitlement / 1 open)
	<b>Functional Life Skills</b>	8	1 Teachers 3 Ed Tech 1 Local

			Entitlement /1 one year)
	<b>Speech</b>	29	.5 Therapist
	<b>Out of District</b>	16	
	<b>OT</b>	12	.5 Therapist
	<b>PT</b>	1-5 1-1	.5 Therapist contracted
	<b>SW</b>	47	1 Therapist
<b>District Total</b>  595 students  26% of district population		595	33 Teachers (1 Local Entitlement Grant)  48 Ed Techs (10 local entitlement grant) (8 one year = 5 one year-SACC; 2 one year -MS; 1 one year-HS)  1 Director 2 Asst Directors  6 Social Workers  4 OTs (.5 contracted)  1 Psych Services (and 2part time contracted) 2- .5 Phys Therapist (contracted)  6 Speech (1 Local Entitlement) (and 1 Contracted)

<b>Year</b>	<b>Contracted Services</b>
March 2024	Speech, Psychological, BCBA, PT, Academic Testing, Administrative Assistant, OT
2022-23	Speech, Psychological, BCBA, PT, Academic Testing
2021-22	Speech, Psychological, BCBA, PT, Academic Testing
2020-21	Speech, Psychological, BCBA, PT, Academic Testing
2019-20	Speech, Psychological, BCBA, PT
2018-19	Speech, Psychological, Spring Harbor, BCBA, PT
2017-18	Speech, Psychological, Spring Harbor, BCBA, PT



2016-2017	Speech, Psychological, Spring Harbor, BCBA, PT
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## MUSER regulations regarding caseload

### Service Regulation Numbers:

Special education teachers 35

Speech 50

OT 50

PT 50

SW 50

## Changes / Moved Items in the Budget

*As a result of the conversations and with the help of so many eyes, I have updated the budget to make it more accurate. Below is a running list of the changes that I made to the budget based on our budget hearings on March 11 through March 13.*

Location: Page 10 District Wide

Line: 1000.0000.2320.51100.900.000000

Change Value: An addition of \$35,000

Reason - Perfect attendance line omitted from budget. \$35,000 was the FY24 Value for this line.

Location: Page 24 District Wide

Line: 1000.0000.2620.51200.900.0000

Change Value: An addition of \$39,000.00

Reason - Custodial Substitutes/Spares were omitted from the budget. Value is based on FY24 projections.

Location: Page 36 District Wide

Line: 1000.0000.22100.51500.950.000000

Change Value: An Addition of \$7,500

Reason - District Wide Stipends for departments was omitted

Location: Page 44 District Wide

Line: 1000.2200.1000.51020.990.000000 (And associated Benefits lines)

Change Value: A reduction of **\$44,845.84**

Reason - Emily was listed in both the district line and the school line.

Location: Canal Budget Page 10

Line: 1000.0000.2400.51040.010.000000

Change Value: A reduction of **\$3,1050.00**

Reason: Administrative Travel and Conference contained in line  
1000.0000.2320.53300.900.000000

Location: Page 10 Congin Budget

Line: 1000.0000.2400.51180.020.000000

Change Value: An addition of \$8,102.90

Reason - Salary was entered at 80% rather than 100%

Location:

Line: 1000.0000.2622.53402.020.000000

Change Value: A reduction of **\$4,500.00**

Reason: \$5000 was keyed in for the value instead of the correct \$500

Location: Page 27 WMS budget

Line: 1000.1100.1000.53490.060.000000

Change Value: An addition of \$2,948.29  
Reason - Salary/Benefit increase SRO

Location: Page 31,32,33 WMS Budget  
Line: 1000.1150.1000.5(1,2)()20.060.000000  
Change Value: Several lines totaling a reduction of \$59,232.29  
Reason - Double Entry Sharon Walsh - Salary and Benefits

Location: Page 36 WMS Budget  
Line: 1000.1150.1000.52120.060.000000  
Change Value: A reduction of \$9,235.20  
Reason - Double Entry Health benefits

Location: Page 58 WMS Budget  
Line:1000.2300.1000.52120.060.000000  
Change Value: An Increase of \$20,814.00  
Reason: Change in Health Benefits Option

Location: Page 36 WHS Budget  
Line: 1000.0000.2400.54320.300.000000  
Change Value: A reduction of \$7,398.00  
Reason: This value is captured in account 1000.0000.2230.54320.300.000000 on page 28

Location: Page 38-41 WHS budget  
Line: 1000.0000.2610.salary and benefits.300.000000  
Change Value: An addition of \$63,344 Salary and Benefits  
Reason: A vacancy was not included in the final budget

Location: Page 71 WHS Budget  
Line: 1000.1200.1000.53490.300.000000  
Change Value: An increase of \$2,574.60  
Reason: Updated Salary and Benefits for SRO

Location: Page 93 WHS Budget  
Line: 1000.1200.1210.51010.300.000000  
Change Value: An increase of \$6,880.74  
Reason: Missing Music Director's Stipend

Location: Page 111 WHS Budget  
Line: 1000.2300.1000.52310.300.000000  
Change Value: A Decrease of \$10,591.07  
Reason: Benefits entered twice

Location: Page 139 WHS Budget

Line 1000.9600.1200.51170.300.000000  
Change Value: An increase of \$2,974.82  
Reason: Annual Salary Increase Athletic Director

Location: Page 151 WHS Budget  
Line 1000.9600.1230.55200.300.000000  
Change Value: \$3,435.20  
Reason: Value unchanged in FY25 budget and so was under budgeted

## Unfilled and New Positions

### Unfilled

Maintenance	1 Maintenance
Transportation	4 Bus Drivers 2 Van Drivers 1 Mechanic
Canal	1 Grade One Teacher* 1 Ed Tech III Special Ed Self Contained
Congin	1 Ed Tech III Special Ed Self Contained
Saccarappa	1 Ed Tech III Special Ed Self Contained
WMS	1 Grade Eight Science Teacher 1 Art Teacher* 2 Special Ed Resource Teachers 1 Special Ed Self Contained Teacher 1 Ed Tech III Student Success Center
WHS	1 Office Clerk* 1 Custodian Special Ed Self Contained Teacher

\*Known end-of school year retirement or resignation.  
Others are currently unfilled.

### New Positions Requested

Congin	2 Ed Tech III Special Ed Self Contained
Saccarappa	4 Ed Tech III Special Ed Self Contained
WMS	1 Intervention Teacher 1 Ed Tech III Multilingual
WHS	1 Intervention Teacher 1 Social Studies Teacher

## REVISIT LIST

1. Addition of 7 million for fields project
2. Addition of PLC stipends for UA, Nurses, Library, K-4 ML, K-4 Special Ed (\$7500)
3. PLC stipends across the elementary schools
4. New Teaching positions  
    WMS Intervention, WHS Intervention, WHS Social Studies
5. New Support Staff positions  
    1 ML Ed Tech III, 7 Special Ed Ed Tech IIIs
6. New Administrative positions/ District-Wide  
    Curriculum Coordinator, Data Information Specialist
7. All unfilled / vacant positions
8. Mechanic
9. Food service substitutes
10. Food service budget needing corrections
11. Maintenance contingency lines
12. Plowing, Landscaping Projected Cost and Differential