



FY24 2d Quarter Report to the School Committee

January 31, 2024

The data in these reports are as of December 31, 2023 for the operating budget.

The Budget Overview

This year's budget is unique. We have an initial allocation of \$22,229,734 plus additional funding of \$65,000 (May 2023 Town Meeting) totaling \$22,294,734. In the fall of 2023, our request to have our original Circuit Breaker (CB) money returned to the district was approved. \$120,000 of those funds will be used to supplement the FY24 operating budget (earmarked to supplement Special Education expenses) bringing the budget to \$22,414,734. However, the District is authorized and will spend \$22,768,922. This leaves a funding deficiency of **-\$354,188** that will be covered by funds from revolving accounts (School Choice \$50,000; CB \$100,000; Foreign Exchange \$50,000; Preschool \$103,345; 1.0 FTE reduction at Green Meadow).

Overall, the operating budget is in good shape. Half the year has passed and we have spent less than half of our funds (\$6,254,135 out of \$22,768,922). Some of this is because some of our higher expenses don't come due or are not received until late in the year. So, there is a delayed effect in expenses and payments. I expect to see our spending accelerate a little and catch up as the year progresses. Looking at the bottom line, we are projected to have a positive balance after encumbering most expenses. This does not necessarily mean we will finish the year with this amount of funds remaining. There is often a good bit of moving of expenses at or near the close of the year that usually account for any remaining funds. However, it is good to be in this position at this time of the year. It allows me to have funds in case something unplanned occurs as we enter the home stretch of the end of the year. It is obviously better than being in the reverse position and wondering how I would make up the deficit.

Around the March timeframe, I will institute a budget freeze as I do every year around this time. This will alert the staff to be mindful of what their budget situation is and know that if they haven't spent it this late in the year, they probably didn't/won't need it. That money may be tied up in an encumbrance. If they aren't going to use it, eliminate the encumbrance. Those funds will revert to the operating budget and allow me to get a more accurate account of how the district is doing heading to the year-end close in June.

The Operating Budget (OB)

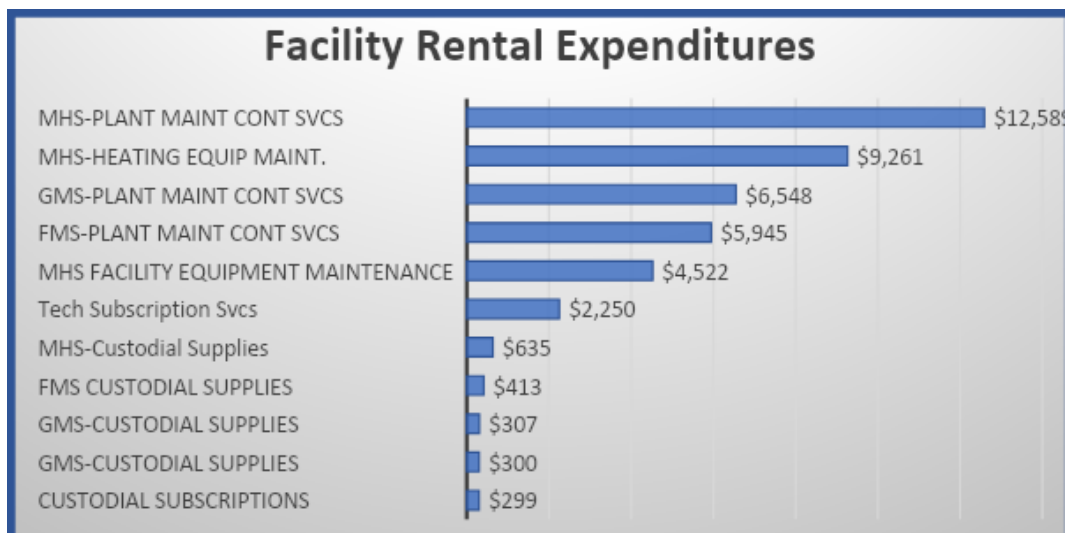
Currently, the operating budget shows \$2,707,404 remaining of unspent and unencumbered funds. All salaries and most recurring expenses have been accounted for through encumbrances. As I stated earlier, I expect the positive balance to shrink significantly before year end. However, having a small positive balance will allow me to balance the budget at the end of the year in the event something unforeseen occurs (an expense that was unexpected or one that was missed, etc.).

Revolving Accounts

CIRCUIT BREAKER (CB) has a balance of \$1,449,834 and should be in good shape going forward. As usual, I keep an eye on how much CB funds must be spent in the current fiscal year. Last year the district received \$1,243,951 in CB revenue. We have to spend a minimum of that amount in FY24. Currently, we have either spent or encumbered \$1,275,853 from CB. So, we are on target to meet the requirement of spending all of last year's revenue this year.

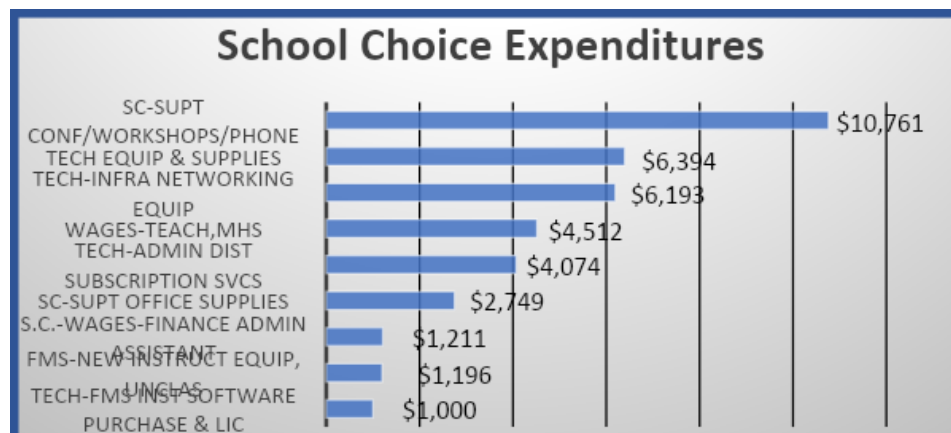
As of this writing, DESE has not published what the District's reimbursement will be for FY25. In FY24, we will receive \$337,194 (vs \$310,716 in FY23) per quarter. These funds will be used to supplement Special Education expenses not covered by the operating budget. Due to limited funds, the CB allocation in the operating budget has remained flat. We know we can count on using CB to supplement the operating budget in this area. This should be able to be continued unless/until the growth of special education expenses increases significantly faster than the contributions to the CB account. Also, having a healthy CB balance going forward will help me to make up for some budgeting gaps not funded by the town. This is done by moving more Special Education expenses from the operating budget to CB. It is not preferable to do this, because it is one-time money. It is never prudent to use one-time money to pay an expense that may be recurring. However, we are able to do so and this will help the district avoid layoffs or cutting services. I am glad to be able to assist the Superintendent in this effort.

FACILITY RENTAL has a balance of \$94,215. While this is not a lot of money, it has been helpful funding unbudgeted repairs needed in the District. A good deal of ongoing building maintenance that occurs during the year is funded through this account. The operating budget is not funded sufficiently to cover all the expenses that occur during the school year. These expenses are historically paid with funds generated through facility rental. School Choice has also been used as a secondary source to help fund some of the costs of maintaining our buildings and grounds. Some examples of expenses funded from Facility Rental revolving are:



PRESCHOOL has a balance of \$434,850. These funds will be used to offset expenses incurred operating the Preschool program, thus easing the pressure on the operating budget. Funds from this account will be used to help offset the budget deficit the District has for FY24. Again, this will be accomplished by moving some of the salaries for the Pre-School from the operating budget to this revolving account. It also allows Principal Rouleau the freedom to equip this program with resources to best enhance learning while minimizing the impact on the operating budget. Principal Rouleau's expectation of strong attendance at the five-day program seems to be holding true based on the revenue.

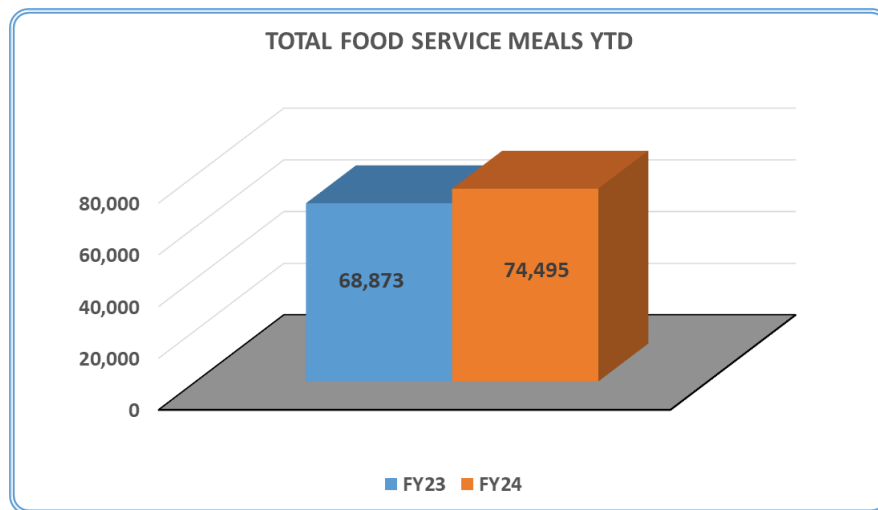
SCHOOL CHOICE revolving fund has a balance of \$606,466. One of the things funded out of this account is: After school gym monitors at the high school. These teachers are paid from this fund to provide supervision of our students after school while the high school gym is open. This is to help ensure our students stay safe while exercising. Some examples of other things funded from School Choice are:



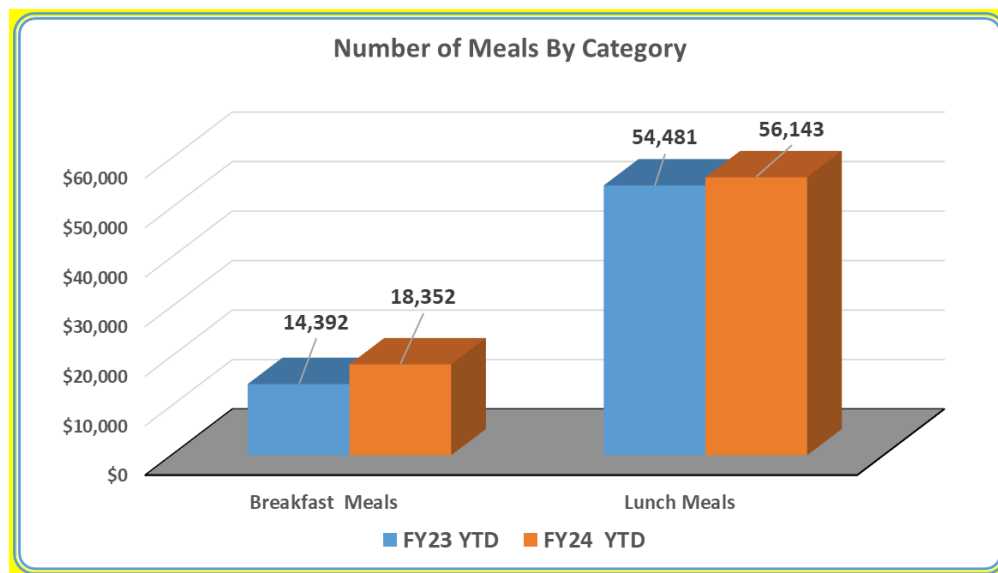
This account will also be used to help fund the budget gap (\$50,000 from School Choice) the District has for FY24.

SCHOOL LUNCH revolving account has a balance of \$286,276. Funds are used primarily to pay the invoices from the food service company (Whitson's). On average, these monthly invoices are approximately \$70,000 per month. In addition, if there is food service equipment that needs to be purchased or replaced, it comes out of this account. Through this quarter, the District has either spent or encumbered \$713,932. This includes the monthly payments to Whitson's. Other things paid out of this account so far have been Contracted Services and Equipment purchases. The contracted services are primarily contracted work that is performed on kitchen equipment or their building working area.

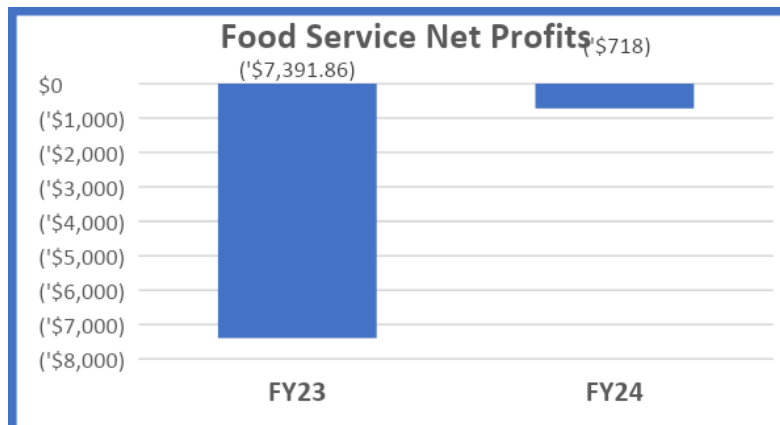
So far this year, Food Service has served 74,495 meals versus 68,873 at this time in FY23.



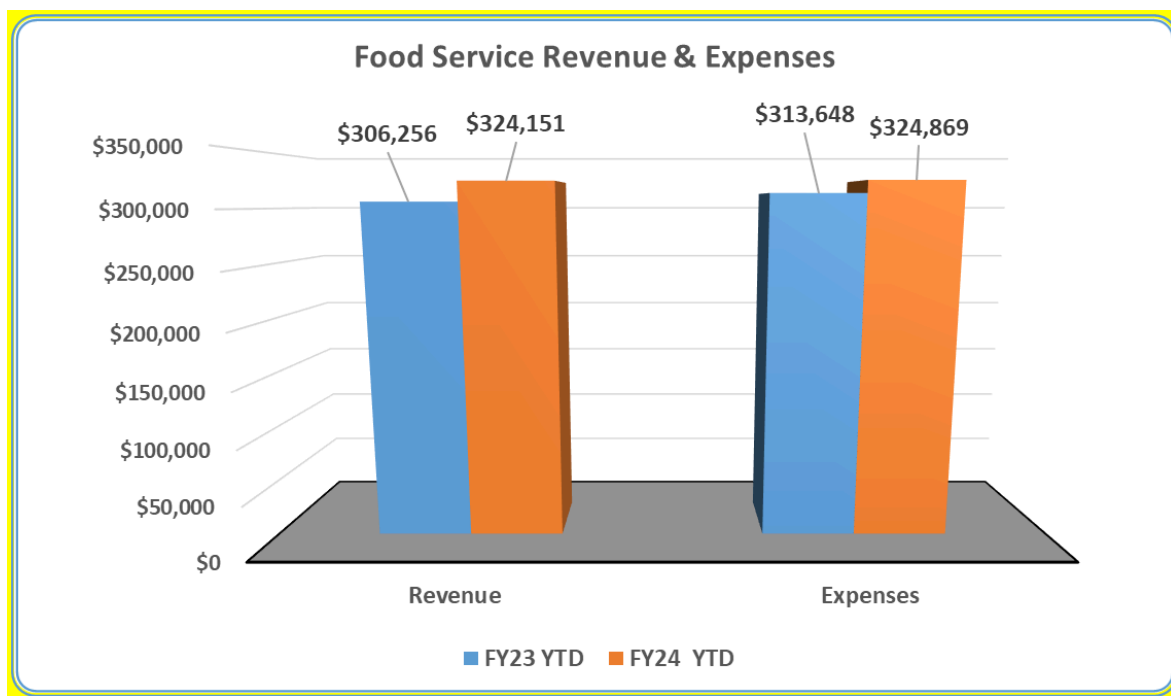
Both breakfast and lunch meals have increased versus this time last year.



Currently, the District is operating at a **-\$718** deficit. This is due in large part to the large expenditure needed at the beginning of the year to restock food after emptying freezers & refrigerators for the summer months. I expect to see this deficit continue to go down as we have more profitable months.



FY24 revenues are up versus FY23. However, so are expenses.



More of our students are getting a nutritious meal and the district has the potential to receive increased reimbursement from state and federal governments. This is important because the food service program does NOT receive any money from the operating budget! It is funded solely by paying students/staff and reimbursements from the federal and state governments. The program is only reimbursed when we serve a “reimbursable” meal. It is important that each student that receives a meal, takes all of the components, because only then is it a reimbursable meal

Grants

The grants are listed in the report by grant number.

We no longer charge certain Special Education salaries to the #240 (1003) grant. To avoid the issue of charging salary expenses before the grant is available, we now charge Special Education tuitions to this grant. This is continuing to go well. We made sure we spent the required amount of money from CB before using operating budget funds.

ESSER III is approximately 84% spent or encumbered. We continue to keep our ESSER budget separate from the operating budget. There should be no “financial cliff” for the District. Anyone that is funded through ESSER III was informed their position will go away at the end of the funding period (September 2024).

One grant of note received this quarter is the Perkins Reserve (Fund Code 0453). Our award is \$10,000. It is meant to assist school districts in improving secondary-level programs that meet the definition of career and technical education. Another one received is the My Career and Academic Plan (MYCAP) (Fund Code 598). Our award is \$11,000. art of its purpose is to provide supplementary support to school districts currently engaged in or interested in beginning implementation of My Career and Academic Plan. MyCAP is a student-driven process designed to ensure all students graduate from high school and college are career ready. The last one of note is the High Quality Instructional Materials Implementation (HQIM Implementation) grant (Fund Code 185). This award was for \$87,400. It will support districts in implementing recently purchased tier 1 core high-quality instructional materials (HQIM) in mathematics, ELA, science and digital literacy. It will provide support to accelerate student learning.

The district has monthly grant meetings that are attended by the Superintendent, the Curriculum Director, the Superintendent’s Special Project Coordinator, the Special Education Director, the Business Manager, the Superintendent’s Admin Assistant, and the grants manager. These meetings are used to update stakeholders on the status and changes to any of the district’s grants. Each “grant owner” gives a brief overview of the status of their grant(s) (fund purpose, issues, timing, etc.). This sharing is helpful to keep everyone updated and on the same page

Summary

The District ended Q2 the way one would hope, in good shape and under budget. This is what I would expect this early in the year. In addition to the operating budget, the revolving accounts are in good shape. Circuit Breaker, School Lunch, Pre-School and School Choice all have good balances. All of them except School Lunch will be used to help fund the FY24 budget gap. Because these accounts are in good shape, I feel confident I will be able to support the Superintendent’s goal financially without a problem.

Overall, I feel we are in a good position to be able to start Q3. I do not foresee any issues finishing FY24 strong like we have in previous years.

CONDENSED OPERATING BUDGET

DOE CODE	ACCOUNT DESCRIPTION	BUDGET	ACCOUNT YTD	ENCUMBRANCE	BUDGET BALANCE
1000	ADMINISTRATION	\$1,001,236	\$450,912	\$467,704	\$82,620
2000	INSTRUCTIONAL LEADERSHIP	\$16,591,921	\$4,028,471	\$10,413,243	\$2,150,206
3000	PUPIL SERVICES	\$1,403,282	\$381,827	\$1,080,507	(\$59,052)
4000	OPERATIONS & MAINTENANCE	\$1,843,905	\$726,218	\$960,503	\$157,185
5000	BENEFITS & FIXED CHARGES	\$0	\$6,406	\$0	(\$6,406)
9000	PROGRAMS WITH OTHER DISTRICTS	\$1,928,578	\$660,301	\$885,425	\$382,851
	FY24 BUDGET	\$22,768,922	\$6,254,135	\$13,807,383	\$2,707,404
Group Code	Types of accounts included in this code				
1000	School Committee, Superintendent, Asst. Superintendent, Business Office, legal expenses, IT (tech & admin)				
2000	SPED Director & staff, IT Director, Instructional Staff, wages for Principals, Teachers, PD, Textbooks, Instructional Supplies				
3000	Nurse wages, Health Services expenses, Transportation (GenEd & SPED), Athletics				
4000	Building Expenses (heating, gas, electricity), Custodial Salaries & Supplies, Building & Grounds Maintenance, Tech Infrastructure				
5000	Employee retirement or separation costs				
9000	Special Education Tuition Payments				

DETAILED OPERATING BUDGET

		BUDGET	ACCOUNT YTD	ENCUMBRANCE	BUDGET BALANCE
	ADMINISTRATION				
1110	SCHOOL COMMITTEE	\$19,000	\$11,457	\$7,717	(\$174)
1210	SUPERINTENDENT	\$365,453	\$148,885	\$171,909	\$44,658
1220	ASSISTANT SUE/CURRICULUM DIRECTOR	\$138,020	\$58,567	\$74,314	\$5,139
1410	BUSINESS AND FINANCE	\$308,350	\$130,295	\$161,905	\$16,150
1430	LEGAL SERVICES	\$50,000	\$8,213	\$31,787	\$10,000
1450	DISTRICT WIDE INFORMATION MANAGEMENT AND TECHNOLOGY	\$120,413	\$93,494	\$20,072	\$6,847
		\$1,001,236	\$450,912	\$467,704	\$82,620
	INSTRUCTIONAL LEADERSHIP				
2110	CURRICULUM DIRECTORS (SUPERVISORY)	\$130,203	\$53,751	\$64,410	\$12,042
2120	DEPARTMENT HEADS (NON-SUPERVISORY)	\$90,422	\$37,567	\$42,019	\$10,837
2130	INSTRUCTIONAL TECHNOLOGY LEADERSHIP AND TRAINING	\$110,399	\$48,806	\$57,565	\$4,027
2210	SCHOOL LEADERSHIP BUILDING-PRINCIPALS OFFICE	\$930,050	\$422,250	\$518,161	(\$10362)
2220	SCHOOL CURRICULUM LEADERS/DEPARTMENT HEADS - BUILD	\$292,081	\$118,513	\$170,022	\$3,546
2250	NON INSTRUCTIONAL BUILDING TECHNOLOGY	\$15,000	\$4,300	\$9,009	\$1,691
2300	INSTRUCTIONAL	\$2,750	\$2,743	\$0	\$7
2305	CLASSROOM TEACHERS	\$9343,444	\$1,720,131	\$6,200,672	\$1,422,641
2310	SPECIALIST TEACHERS	\$890,278	\$171,883	\$668,030	\$50,365
2315	INSTRUCTIONAL COORDINATORS AND TEAM LEADERS (NON SUP)	\$31,740	\$18,545	\$18,545	(\$5349)
2320	MEDICAL/THERAPEUTIC SERVICES	\$752,587	\$112,064	\$488,450	\$152,073
2324	Substitutes, Long-Term	\$51,824	\$0	\$0	\$51,824
2325	SUBSTITUTES	\$124,875	\$58,405	\$17,004	\$49,465
2330	NON-CLERICAL PARAPROFESSIONALS/INSTRUCTIONAL ASSISTANTS	\$1,484,668	\$463,646	\$847,066	\$173,956
2340	LIBRARIANS AND MEDIA CENTER DIRECTORS	\$244,434	\$39,134	\$169,224	\$36,077
2345	DISTANCE LEARNING AND ONLINE COURSEWORK	\$7,500	\$7,000	\$0	\$500
2351	PROFESSIONAL DEVELOPMENT LEADERSHIP DEVELOPMENT	\$15,100	\$9,160	\$0	\$5,940
2352	Stipend for Instructional Coaches/ Lead Teachers	\$8,350	\$5,000	\$5,000	(\$1,650)
2354	PD SUBS	\$108,130	\$27,260	\$26,787	\$54,083
2355	PD STIPENDS, PROVIDERS AND EXPENSES	\$10,000	\$0	\$0	\$10,000
2357	OUTSIDE PD PROVIDER FOR INST STAFF	\$35,526	\$11,853	\$13,930	\$9,743
2410	TEXTBOOKS AND RELATED	\$68,360	\$32,016	\$591	\$35,754
2415	SOFTWARE/MEDIA/MATERIALS	\$18,410	\$358	\$1,046	\$17,006
2420	OTHER INSTRUCTIONAL MATERIALS	\$20,700	\$6,922	\$5,210	\$8,568
2430	GENERAL SUPPLIES	\$112,700	\$60,800	\$25,935	\$25,966
2440	OTHER INSTRUCTIONAL SERVICES	\$71,190	\$19,368	\$46,328	\$5,494
2451	CLASSROOM (LAB) INSTRUCTIONAL TECHNOLOGY	\$89,500	\$88,346	\$802	\$352
2453	OTHER INSTRUCTIONAL HARDWARE	\$65,776	\$27,983	\$31,829	\$5,964
2455	INSTRUCTIONAL SOFTWARE	\$66,535	\$51,154	\$15,135	\$246
2710	GUIDANCE	\$939,468	\$323,208	\$703,957	(\$87,696)
2720	TESTING AND ASSESSMENT -	\$28,628	\$10,141	\$1,814	\$16,672
2800	PSYCHOLOGICAL SERVICES	\$431,294	\$76,163	\$264,705	\$90,426
		\$16,591,921	\$4,028,471	\$10,413,243	\$2,150,206
	PUBL SERVICES				
3100	ATTENDANCE AND PARENT LIAISON	\$0	\$2,640	\$704	(\$3,344)
3200	HEALTH SERVICES	\$231,511	\$37,323	\$150,577	\$43,611
3300	STUDENT TRANSPORTATION SERVICES	\$784,150	\$141,744	\$766,916	(\$124,510)
3400	FOOD SERVICE EXPENSE	\$15,000	\$0	\$0	\$15,000
3500	ATHLETICS	\$292,947	\$183,675	\$101,308	\$7,964
3520	OTHER STUDENT ACTIVITIES	\$79,674	\$16,445	\$61,002	\$2,227
		\$1,403,282	\$381,827	\$1,080,507	(\$59,052)
	OPERATIONS & MAINTENANCE				
4100	OPERATIONS AND MAINTENANCE	\$45,000	\$24,937	\$4,498	\$15,565
4110	CUSTODIAL SERVICES	\$637,896	\$367,282	\$427,228	\$43,386
4120	HEATING OF BUILDINGS	\$260,000	\$30,632	\$229,105	\$262
4130	UTILITY SERVICES	\$365,000	\$149,071	\$167,296	\$48,633
4210	MAINTENANCE OF GROUNDS	\$121,438	\$36,796	\$46,942	\$37,701
4220	MAINTENANCE OF BUILDINGS	\$85,000	\$53,494	\$28,295	\$3,211
4230	MAINTENANCE OF EQUIPMENT	\$6,000	\$1,018	\$313	\$4,669
4400	NETWORKING AND TELECOMMUNICATIONS	\$101,302	\$43,258	\$54,485	\$3,558
4450	TECHNOLOGY MAINTENANCE	\$22,269	\$19,729	\$2,341	\$199
		\$1,843,905	\$726,218	\$960,503	\$157,185
	BENEFITS & FIXED CHARGES				
5150	EMPLOYEE SEPARATION COSTS	\$0	\$6,406	\$0	(\$6,406)
	PROGRAMS WITH OTHER DISTRICTS				
9000	PROGRAMS WITH OTHER SCHOOL DISTRICTS	\$1,842,578	\$609,996	\$843,061	\$389,522
9100	PROGRAMS WITH OTHER DISTRICTS IN MASS	\$35,000	\$17,352	\$17,352	\$297
9400	TUITION TO COLLABORATIVES	\$51,000	\$32,954	\$25,013	(\$6,967)
		\$1,928,578	\$660,301	\$885,425	\$382,851
	FY24 BUDGET	\$22,768,922	\$6,254,135	\$13,807,383	\$2,707,404

REVOLVING ACCOUNTS

Account	Description	Balance
Circuit Breaker	CIRCUIT BREAKER REVOLVING	\$1,449,834
School Lunch	SCHOOL LUNCH REVOLVING	\$286,276
Pre-School	PRESCHOOL REVOLVING	\$434,850
Athletics	ATHLETIC REVOLVING	\$28,738
Alternative Student	ALTERNATIVE STUDENT PROGRAM REVOLVING	\$50,360
School Facility Rental	SCHOOL FACILITY RENTAL REVOLVING	\$94,215
School Choice	SCHOOL CHOICE REVOLVING	\$606,466
Student Fee	STUDENT FEE REVOLVING	\$48,982
Foreign Exchange	FOREIGN EXCHANGE REVOLVING	\$251,348
Spanish Immersion	SPANISH IMMERSION REVOLVING (SUMMER)	\$533
Transportation	TRANSPORTATION REVOLVING	\$74842
Lost Book	LOST BOOK REVOLVING	\$1,382

LEGEND

Account	Description/Use
Circuit Breaker (CB)	Special Education reimbursement from the Commonwealth. Funds can be used for SPED expenses, primarily tuitions. Can be used without further permission or appropriation
School Lunch	Revenues are a result of state and federal reimbursements and paid for meals served. Expenses in this line include the monthly contract price paid to the food service company (Whitson's) and any other school lunch related expense
Alternative Student	Money from gifts and donations. Expenses that benefit students and/or the operation of the school.
School Choice	Money derived from incoming school choice students. Primary expenses paid from this account are tuitions
Student Fee	Fees collected for a student activity. Used for any student related activity cost offset, primarily sports related (transportation, referees, equipment) or other activity related expenses
Foreign Exchange	Revenue is from foreign exchange student hosting. Expenses paid are generally those related to supporting exchange activities and to pay school related fees for exchange students
Spanish Immersion	Revenue is from a tuition based summer camp. Expenses are to offset program expenses
Transportation	Revenue is from bus fees paid by GenEd students. Expenses generally are for GenEd transportation costs that are not charged to the operating budget
Lost Book	Revenue derived from collecting fees to replace lost books. This primarily affects high school students because they are not allowed to graduate until they pay all outstanding fees Expenses normally are the purchases of textbooks

GRANTS

GRANT	FUND #	ALLOCATION	EXPENDED	REMAINING	End Date
TITLE II GRANT FY24	#140	\$24,701	\$24,000	\$701	9/30/2025
4100724			Incl. Encumb. \$11,637.00		
TITLE III GRANT FY23	#180	\$12,336	\$11,190	\$1,146	9/30/2024
4105223			Incl. Encumb. \$1,334.10		
TITLE III GRANT FY24	#180	\$13,729	\$2,655.00	\$11,074	9/30/2025
4105224					
HIGH QUALITY INSTRUCTIONAL MATERIALS IMPLEMENTATION FY23	#185	\$87,400	\$0	\$87,400	6/30/2024
5216024					
SPED 94-142 ALLOCATION FY24 (IDEA PART B)	#240	\$377,532	\$798	\$376,734	9/30/2025
4100324					
SPED EARLY CHILDHOOD FY24 (IDEA PART C)	#262	\$8,115	\$8,115	\$0	9/30/2025
4100224			Incl. Encumb. \$5,032.48		
IDEA PART B (IEP)	#274	\$12,941	\$0	\$12,941	9/30/2024
4104224					
ARP HOMELESS CHILD & YOUTH	#302	\$3,568	\$0	\$3,568	8/31/2024
4104822					
TITLE I GRANT FY23	#305	\$170,037	\$150,760	\$19,277	9/30/2024
4100523			Incl. Encumb. \$11,510.72		
TITLE I GRANT FY24	#305	\$156,029	\$128,000	\$28,029	9/30/2025
4100524			Incl. Encumb. \$91,260.20		
TITLE IV GRANT FY24	#309	\$12,800	\$11,925	\$875	9/30/2025
4201224					
PERKINS RESERVE GRANT	#453	\$10,000	\$0	\$10,000	6/30/2024
4216424					
MYCAP GRANT	#598	\$11,000	\$3,300	\$7,700	6/30/2024
5215724			Incl. Encumb. \$3,300.00		
ESSER III	#119	\$1,128,876	\$945,952	\$182,924	9/30/2024
4104922			Incl. Encumb. \$182,779.13		
FY24 CHRONIC ABSENCES		\$10,000	\$0	\$10,000	9/30/2024
4217024					
CAPITAL FLOORING		\$40,000	\$40,000	\$0	
7518224					
CAPITAL TEACHER DEVICES		\$45,000	\$45,000	\$0	
7518324			Incl. Encumb. \$1,813.68		
CAPITAL COREY PHONE SYSTEM		\$50,000	\$52,776	(\$2,776)	
7518424			Incl. Encumb. \$ 46,071.96		
MTRS EXPENSES (DESE 80%)					
TITLE I (305) - FY23: \$4,633.00					
TITLE I (305) - FY24: \$9,216.00					
IDEA (274) - FY24: \$915.26					
ESSER III (119): \$26,136					