



**Superintendent's  
2013-14 Budget Summary**

**March 5, 2013**

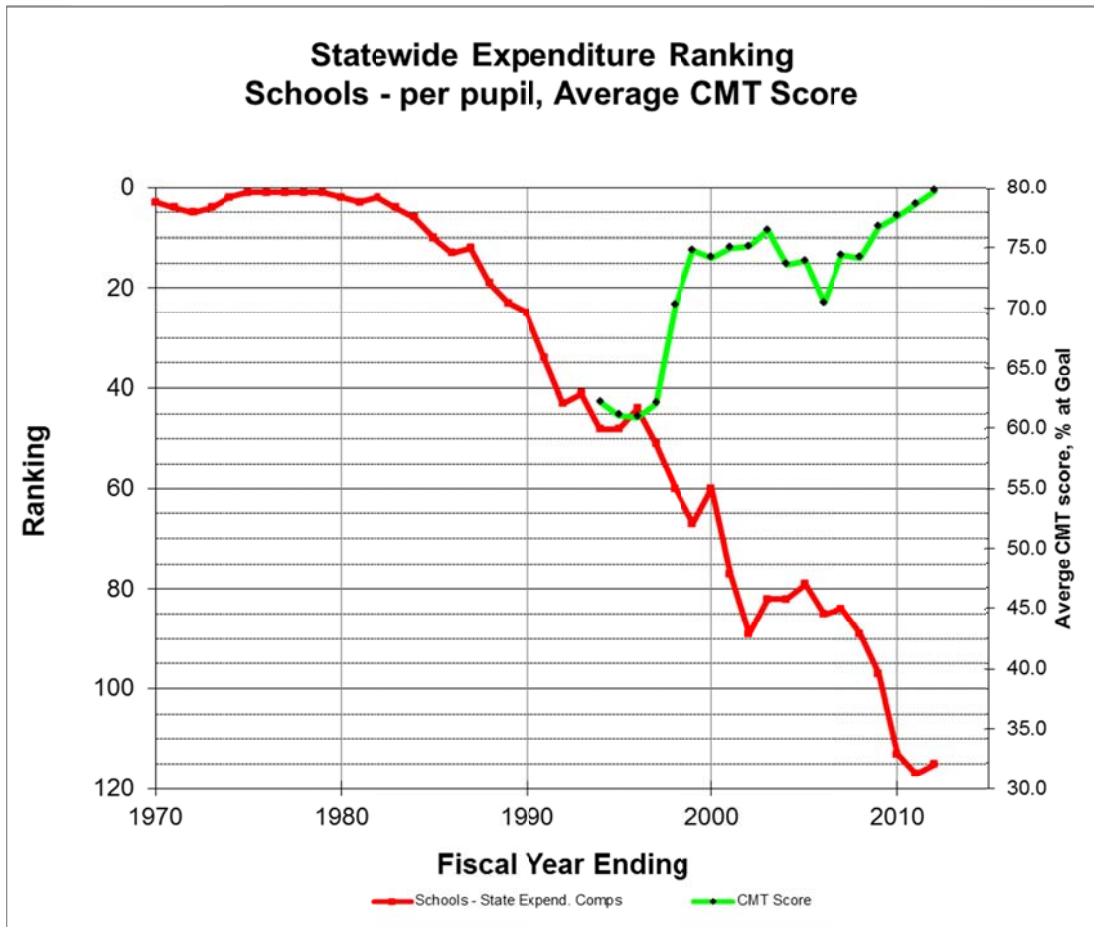
**Total General Fund Budget: \$140,055,899**

**Budget Increase: \$1,286,671 (0.93%)**



## Superintendent's Budget Executive Summary

As a prelude to the 2013-14 Superintendent's budget, the chart below summarizes the current state of West Hartford's education expenditures (red line) and educational output (green line).



West Hartford currently ranks 115<sup>th</sup> out of 169 towns (2011-12) in per pupil expenditures down from a rank of 84<sup>th</sup> 5 years ago, 89<sup>th</sup> 10 years ago, 43<sup>rd</sup> 20 years ago and 2<sup>nd</sup> 30 years ago. While we had one of our lowest rankings ever in per pupil expenditures in 2011-12, we also had the highest CMT test scores ever in 2011-12. We are frugal with the resources provided to us by taxpayers and can demonstrate improved educational outcomes with educational expenditures that are substantially below average. Our budget is \$11 million lower than what it would be had we spent at the state average in 2011-12. In the last 5 budgets we have reduced 8 teaching positions, 1.7 administrative positions and another 56 positions (full and part time) that have resulted in ongoing annual expenditure reductions of \$3.6 million. We are spending 21% less this year than in 2006-07 on items outside of salaries, benefits, transportation, utilities and tuition.

While we may only rank 115<sup>th</sup> in terms of financial resources, we continue to rank 1<sup>st</sup> in terms of the expectations of the community for the programs and services that we provide. To meet the high expectations of our community the 2013-14 Superintendent's Budget focus is on maintaining the excellent educational program that we have today. The budget increase is limited to 0.93% for 2013-14.

<b>Area</b>	<b>2012-13 Budget General Fund (\$ Million)</b>	<b>2013-14 Budget General Fund (\$ Million)</b>	<b>% of Total</b>	<b>\$ million increase/ % increase</b>
Salaries	\$91.03	\$93.78	67.0%	\$2.75/3.02%
Benefits, incl. pension	\$27.95	\$26.21	18.7%	(\$1.74)/(6.17%)
Transportation, Utilities, Tuition	\$11.51	\$11.42	8.2%	(\$0.09)/(0.01%)
Other Expenses	\$8.28	\$8.65	6.2%	\$0.37/4.47%
Total Budget	\$138.77	\$140.06		\$1.29/0.93%

The budget increase is being driven by salaries. While salaries represent the largest dollar increase, the percentage increase in salary expense is a modest 3.02% reflecting limited changes in teacher and other union salaries in 2013-14. Benefit expenses are decreasing this year due to recent lower health claims experience. Combined, salaries and benefits are increasing only approximately \$1.0 million – a little less than 1%.

Transportation, Utilities, and Tuition costs actually decrease slightly from the 2012-13 budget level. Other expenses are showing only modest increases this year.

In total the budget increase is only 0.93% - one of the lowest in many years.

The Superintendent's budget preserves key programs that are vital to the success of the West Hartford Public Schools including full-day kindergarten, small class size guidelines, a variety of programs and services to meet the distinctive needs of all learners, a strong commitment to the arts and physical education, world language beginning in grade 3, the team structure at the middle schools, and the broad array of courses including Advanced Placement and counseling support at our high schools.

The budget maintains the current class sizes at the elementary, middle and high school levels. Elementary staffing will increase by 1 position next year based on the projected section counts and high school staffing will decrease by 3.5 positions next year. We are adding administrative support for implementation of the new teacher evaluation model and we are increasing security personnel especially at the elementary schools. The total cost of all the programmatic changes is \$386,000.

A detailed look at the comparison of services offered by our school system in 2011-12 compared to those offered in some surrounding towns – Avon, Farmington, Glastonbury, and Simsbury, shows that we offer the most extensive array of services including full-day kindergarten, gifted and talented programming through grade 8, pre-K offerings, world language at the elementary school, and the most expansive AP offerings at the high school.

We offer all this while our overall state ranking in per pupil expenditures is at 115<sup>th</sup> out of 169 towns down from being among the top ten a generation ago. In these challenging fiscal times, this budget represents a financially prudent investment in the high performance school system that is West Hartford

## Superintendent’s Budget Summary

The following pages provide more significant detail on the roll-forward budget, how enrollments have impacted staff needs and what programmatic changes have been made for 2013-14. The table below provides a set of comparisons for the Superintendent’s roll-forward 2013-14 budget.

	Gen. Fund <u>2012-13</u>	Roll Forward <u>2013-14</u>	<u>\$ Increase</u>	<u>% Increase</u>
<b>Salaries</b>	\$91,025,953	<b>\$93,517,927</b>	\$2,491,974	2.74%
<b>Medical Expense</b>	\$21,080,416	<b>\$18,936,068</b>	(\$2,144,348)	-10.17%
<b>Pension Expense</b>	\$3,575,474	<b>\$3,989,330</b>	\$413,856	11.57%
<b>All Other Benefits</b>	\$3,289,582	<b>\$3,277,347</b>	(\$12,235)	-0.37%
<b>Transportation</b>	\$5,671,123	<b>\$5,910,885</b>	\$239,762	4.23%
<b>Tuition</b>	\$3,334,588	<b>\$3,160,771</b>	(\$173,817)	-5.21%
<b>Utilities</b>	\$2,507,959	<b>\$2,330,918</b>	(\$177,041)	-7.06%
<b>All Other Costs</b>	<u>\$8,284,134</u>	<u><b>\$8,546,433</b></u>	\$262,299	3.17%
<b>Total</b>	\$138,769,229	<b>\$139,669,679</b>	\$900,450	0.65%

### Roll-forward budget – \$0.90 million increase or 0.65%

The roll-forward budget represents the cost of providing the same programs and services as we do this year, just updated for 2013-14 costs. These cost updates include the impacts of previously negotiated salary contracts, lower benefit costs, changed energy and transportation costs as well as general inflation.

### Salaries (Account codes 5101 – 5191): \$2.49 million or 2.74%

Salaries which are the largest component of the budget, show only modest growth in 2013-14 as the settled contracts either have no general wage increase or only a modest increase (typically less than 2%). Approximately \$600,000 of the increase here is due to a change of funding source. The Education Jobs Fund supported \$350,000 of salaries in the 2012-13 budget and is no longer available. The IDEA funds supported \$230,000 of salaries in the 2012-13 and decreases in the IDEA funds requires us to move these salaries back to the general fund.

**Medical Expenses (Account code 5201): \$2.14 million decrease or -10.17%**

For the first time ever, we are projecting a decline in the appropriation for medical costs.

For 2012-13 we had budgeted total claims at \$24.1 million for the current fiscal year. Our best estimate right now is that claims will come in at \$22.1 million. That \$2 million savings will lower our appropriation next year in two ways. First claims will be down. Second, for years now we have been running an accumulated deficit that we needed to amortize over 5 years. Now that deficit will turn into a surplus and that will lower our required contribution next year. Claims are fickle and this is likely to last only one year but it is a welcome respite.

**Pension Expense (Account code 5211): \$0.41 million increase or 11.57%**

This contribution reflects our share of the required actuarial required contribution (ARC) to the Town Pension fund based on the updated actuarial valuation of the pension fund. The most recent valuation included 0.125% reduction in the discount rate to 8.125%. The Board's share of the ARC is unchanged at 25.4% of the total ARC. The Town pension plan covers non-certified Board of Education employees. Members of the teachers' and administrators' associations do not participate in the Town pension plan. Recent changes to the plan have substantially reduced the costs for new employees who join the plan. Most of the cost is for the Past Service Accrued Liability over which we have no control.

**All Other Benefits (Account codes 5202-5209): \$0.12 million decrease or -0.37%**

There is a minor decrease here as lower premiums for long term disability and group life insurance and lower unemployment costs offset higher costs for Social Security and Medicare taxes due to increased wages in 2013-14.

**Transportation (Account code 5345): \$0.24 million increase or 4.23%**

Most of the increase in transportation comes from the budgeted 7% increase in the contractual bus expenses under the newly rebid transportation contract. This is a one time increase – out years return to lower 3% increases. Offsetting the increase is the small surplus we are running in this year's transportation budget.

**Tuition (Account code 5430): \$0.17 million decrease of -5.21%**

Tuition costs are expected to decline slightly next year from the 2012-13 budgeted level. Tuition costs include three separate expenses – the cost of out-of-district special education student placements net of excess cost reimbursement from the state, the cost of Inter-district magnet tuition net of Choice Program revenues, and the cost of tuition reimbursement for teachers and other professionals per contract.

Out-of-district special education cost are projected to rise slightly next year by \$270,000. Offsetting that increase is additional budgeted revenue from the excess cost grant of approximately \$355,000. Net costs will decrease by approximately \$85,000.

The gross Interdistrict magnet tuition is projected to be drop by \$15,000 from the 2012-13 budget levels to \$950,000. Choice revenue is projected to grow from a budgeted \$400,000 in 2012-13 to a budgeted \$484,000 in 2013-14. This results in the net Interdistrict magnet tuition costs that must be covered in the general fund to decrease by approximately \$100,000.

Per contract the teacher tuition reimbursement will increase by \$10,000 in the 2013-14 budget.

**Utilities (Account codes 5380-5382): \$0.18 million decrease or -7.06%**

The \$177,041 decrease in the appropriation for electricity, heating, and water represents a reduction in the contribution to the Energy Services Fund. This decrease is based on projections of 2012-13 and 2013-14 expenditures along with an amortization of a surplus from the current year. Our energy usage has stabilized and prices continue to decline so we are projecting a decrease in the underlying expenses. Please see the budget supplement for details.

**All Other Costs (Multiple account codes): \$0.26 million or 3.17%**

All other costs are projected to grow modestly in the general fund by about \$260,000 or 3.17%. These are the typically small costs involved in the running the school district – instructional supplies, textbooks, maintenance and custodial supplies and contracted services.

**Superintendent Budget Changes – \$0.39 million increase or 0.28%**

Once the roll forward budget has been completed, then a series of adjustments detailed below were made to arrive at the Superintendent’s recommended budget.

**Enrollment Changes – \$0.11 million decrease**

Enrollments in West Hartford are fairly stable. We are projecting a 1 section increase in the number of elementary sections needed next year. This is offset by a decrease of 3.5 teachers needed at the high school level for lowered enrollment there. Pupil Services is also increasing one position. The net change in teachers is a decrease of 1.5 positions.

**School Security – \$0.08 million increase**

The budget increases full time security staff by one security officer and adds two more part time security officers to increase the presence of security staff at the elementary schools especially at the start and the end of the day.

**Teacher Evaluation Model – \$0.20 million increase**

The new teacher evaluation model requires a substantial increase in supervision time for each teacher. To provide for this additional time we are adding a principal on assignment to help with the evaluation load at the elementary school level. To help with evaluation load at the secondary level, we are making the remaining three academic department supervisors who teach one class, full-time department supervisors.

**Other Changes – \$0.22 million increase**

Other changes in this budget include an increase in sub pay from \$75 to \$85, the addition of 4 TAs at the high school to support implementation of the Common Core, and the purchase of data warehousing software to improvement the tracking of student assessment data.

**Overall Summary**

<b>Item</b>	<b>Amount</b>	<b>Increase</b>
2012-13 General Fund Budget	\$138,769,229	
2013-14 Roll Forward Budget	\$139,669,679	\$900,450 – 0.65%
Subtotal All Changes	\$386,220	0.28%
<b>2013-14 Supt Budget</b>	<b>\$140,055,899</b>	<b>\$1,286,670 – 0.93%</b>



**Comparison of Programs and Services with Other Towns  
(Dates vary based on most recent data available from the state)**

The chart below provides a comparison of the programs and services offered in West Hartford in 2010-11 compared to those found in neighboring towns that many people consider in deciding where to purchase their home. West Hartford elementary schools include preschool offerings, gifted and talented programs, full-day kindergarten, and World Language instruction starting in Grade 3 (in grade Pre-K in 1 school). No other town offers the same array of services.

**Schools Comparison - Programs and Services Offered  
(Please note that this is the most recent data available from the state)**

Metric	Avon	Farmington	Glastonbury	Simsbury	West Hartford
SSP Year	2009-10	2010-11	2010-11	2010-11	2010-11
<b>Elementary Schools</b>					
Grade Levels	K-4	K-4	K-5	K-6	K-5
Regular Pre-K program offered (2012-13)	No	No	No	2 schools	4 schools
Gifted and Talented Program (2012-13)	No	No	Yes	No	Yes
Full Day Kindergarten (2012-13)	No	No	Yes	Yes	Yes
Students per Computer (SSP)	5.8	3.7	3.7	2.6	2.7
Class Size (Grades K,2,5) (SSP)	19.5	18.9	19.2	19.9	20.4
Print Volumes per student (SSP)	30.8	56.9	32.6	31.2	37.7
World Language Instruction starts (2012-13)	N/A	N/A	Grade 1	Grade 5	Grade 3
<b>Middle Schools</b>					
Grade Levels	5-6 & 7-8	5-6 & 7-8	6 & 7-8	7-8	6-8
Gifted and Talented Program	No	Yes	Yes	No	Yes
Students per Computer	4.3	2.9	2.0	2.3	1.9
Print Volumes per student	15.7	30.4	9.2	13.8	28.5
Class Size (Grade 7)	20.8	22.0	24.9	21.7	20.4
World Language Instruction starts	Grade 7	Grade 5	Grade 1	Grade 5	Grade 3
<b>High Schools</b>					
Grade Levels	9-12	9-12	9-12	9-12	9-12
Students per Computer	3.2	2.9	3.2	2.0	2.4
Print Volumes per student	8.2	13.2	9.1	12.1	24.1
Class Size - High School	17.2	18.8	19.6	21.0	20.2
% seniors taking AP tests	43%	51%	23%	48%	57%
Number of different AP subjects tested	22	22	17	26	25
Alternative High School	No	No	No	No	Yes

Source: 2009-10, 2010-11 SSP

At the middle school level we offer gifted and talented programs and excellent class sizes compared to our peer middle schools. At the high school level we have some of the highest % of students enrolled in college level courses and the greatest number of AP test subjects taken and we also provide students with our own Alternative High School Program.

## Account List

The table below summarizes the major chart of accounts of the Board of Education Budget and provides a little more detailed description of what items are typically included in them.

Code	Title	Description
5101	Adm/Prof/Tech Salaries	Superintendents, Budget and Business staff, Information Technology (IT) staff, Plant and Facilities administrators and Transportation Coordinator
5109	Director Salaries	Directors of Pupil Services, Human Resources, Teaching and Assessment
5110	Principal & Asst. Salaries	Principals and Assistant Principals
5111	Department Supervisors Salaries	Includes academic, town-wide, school counseling, and pupil service department supervisors
5112	Teacher Salaries	All teachers including regular education, special education, curriculum specialists, gifted and talented, art/music/PE/health/world language, school counselors, coaches, and extracurricular and intramural stipends
5113	Librarian Salaries	Library/media specialists
5114	Pupil Services Salaries	Social workers, psychologist, speech/language teachers
5115	Sec/Clerical Salaries	Secretaries and Clerical staff in schools and central office
5116	Technical Support Salaries	Security officers, School based IT staff, Print shop staff, Student activity coordinators, Van drivers and bus monitors
5117	Paraprofessional Salaries	Regular education and Special education paraprofessionals
5118	Secretarial-Temporary	Temporary secretarial help
5119	Instruction-Tutors	Homework centers, Reading and math tutors, Homebound tutors, ELL and HANOC tutors
5130	Physician Salaries	Part time medical/psychiatric services
5131	Nurse Salaries	Nurses
5140	Custodian - Regular	Regular hours for custodians including part-time custodians
5141	Custodian - Temporary	Temporary custodial help over the summer
5142	Custodian - Overtime	Overtime for custodial help
5150	Maintenance - Regular	Regular hours for maintenance
5151	Maintenance - Temporary	Temporary maintenance help over the summer
5152	Maintenance - Overtime	Overtime for maintenance help
5180	Teacher Substitutes	Funds for both short term and long term substitutes
5185	Teacher Assistants	Teacher assistants – both regular ed and special ed

<b>Code</b>	<b>Title</b>	<b>Description</b>
5188	Summer Curriculum Workshops	Funding for teachers developing curriculum over summer
5190	Deferred Compensation	Contracted annuity payments for administrators
5191	Unused Sick Leave at Retirement	Payments of unused sick leave to retiring employees per contract
5201	Health/Medical Insurance	Board funding to Risk Management Account for active and retired employee health expenses
5205	Long Term Disability Insurance	Board funding to Risk Management Account for active employee long term disability insurance premiums
5206	Unemployment Compensation	Payments of unemployment compensation
5207	Group Life Insurance	Board funding to Risk Management Account for active employee group life insurance premiums
5209	Social Security	Employer's share of Social Security and Medicare taxes
5211	Town Pension	Board funding to Pension Account for covered employees, actuarially determined employer pension contribution
5311	Mandated Adult Ed.Transfer	Board of Education support for Mandated Adult Education program
5312	Instructional Improvement	Support for CSI activities include speakers, texts and materials
5319	Prof. Technical Services	Purchased Services - including legal fees, auditing fees, and mailroom services
5320	Communications	Connections and Community TV
5331	Mileage Allowance	Mileage for teachers and administrators who travel during work day
5332	Recruitment Activities	Expenses, including advertising, for recruitment of staff
5335	Conferences & Meetings	Funding for teachers to attend professional development conferences
5345	Pupil Transportation	Costs of providing regular and special education student transportation in district and out of district
5360	Printing & Binding	School/Dept based accounts – funds for printing
5370	Self-Insurance	Fund for vandalism & theft coverage
5371	Worker Comp/Prop. & Liab. Ins.	Board funding to Risk Management Account for worker's compensation expenses and property and liability insurance premiums
5380	Utilities - Heating	Costs for gas and oil
5381	Utilities - Water	Costs for water
5382	Utilities - Electricity	Costs for electricity
5384	Utilities - Telephone	Costs for telephone service
5385	Telecommunications	Costs for the wide area network

<b>Code</b>	<b>Title</b>	<b>Description</b>
5410	Repair/Maintenance of Equipment	Costs for repair and maintenance of school based equipment
5420	Rentals	Includes cost of copier rentals, equipment rentals, software rentals, and leased instructional space
5430	Tuition	Net costs for placing students out-of district, costs for summer program of special education students
5490	Contracted Services	Maintenance work and educational services
5510	Instructional Supplies	School/Dept based accounts
5511	Audio/Visual Software	School/Dept based accounts
5512	Special Allocation	One time non recurring expense – classroom materials and supplies for enrollment breaks at elementary level
5513	Computer Software	School/Dept based accounts
5515	Office Supplies	School/Dept based accounts
5516	Computer Supplies	School/Dept based accounts
5520	Textbooks	School/Dept based accounts
5525	Workbooks	School/Dept based accounts – consumable items
5530	Library Books	School/Dept based accounts
5540	Periodicals	School/Dept based accounts
5545	Test Materials	School/Dept based accounts
5555	Custodial Supplies	School/Dept based accounts
5556	Maintenance Supplies	School/Dept based accounts
5560	Gasoline, Oil, etc.	School/Dept based accounts
5591	Supplies and Fees	School/Dept based accounts –interscholastic fees, student activities, and intramural supplies and fees.
5592	Dues and Fees	School/Dept based accounts – professional organization fees
5611	Site Improvement - Contracted	Large site maintenance service contracts
5621	Building Improvement - Contracted	Large building improvement contracts
5640	Equipment	New and replacement general equipment for all schools and departments
5641	Audio/Visual Equipment	New and replacement Audio/Visual equipment for all schools and departments
5642	Computer Equipment	New and replacement computer equipment for all schools and departments

## Budget Acronyms and Glossary

Enclosed please a common list of acronyms and a glossary of budget terms in alphabetical order

Acronym	Definition
A/V	Audio Visual
ACHIEVE	A post secondary program for special needs students operated out of the Wampanoag facility
AIMS	Alternative Individualized Middle School – a program for non special education middle school students in need of a smaller and more focused instructional setting – operates at Sedgwick
AP	Advanced Placement – A course/exam that covers/tests college level material.
ASK	Alternative Search for Knowledge – an alternate high school program for students enrolled at Hall High Schools
CAPT	Connecticut Academic Performance Test – given in grade 10
CEU	Continuing Education Unit - Teachers need to earn these to maintain certification. The district provides opportunities for teachers to earn these through CSI time
CIP	Capital Improvement Plan – A 12 year plan detailing both ongoing maintenance projects (roofs/boilers) and one time projects – school expansions/renovations. Submitted to the Town Council in early February
CMT	Connecticut Mastery Test – given in grades 3-8
CSI	Curriculum & Staff Improvement – Occurs most Wednesdays throughout school year plus full days before start of school year – primary mechanism for delivering professional development to teachers
DCF	Department of Children and Families
DDPP	District Development and Performance Plan
EIP	Early Intervention Program – A reading program targeted primarily at struggling readers in the first grade
ESOL	English for Speakers of Other Languages – program provided for students new to USA who need assistance learning English
FTE	Full time equivalent position
G/T	Gifted and Talented
HANOC	Hillcrest Area Neighborhood Outreach Center
IDEA	Individuals with Disabilities Education Act – This is federal legislation concerning education of students with disabilities
IEP	Individualized Education Plan – A plan detailing goals, objectives, strategies and services for a mandated special education student
IT	Information Technology – The department in the Board of Education responsible for computers, software, networking, and training
PBIS	Positive Behavioral Interventions and Support
PE	Physical Education

<b>Acronym</b>	<b>Definition</b>
PPT	Planning and Placement Team – A group of teachers, administrators, staff and parents that meet to review what special education services a student may need
REACH	Responsible Education Alternative Conard and Hall - Our alternative high school program for 40 high school students at risk of dropping out of high school – operates at Conard
RUSL	Return of Unused Sick Leave upon retirement - employees who retire from the West Hartford Public Schools are eligible by contract for payment of half of their unused sick leave up to a cap of the number of days
SRBI	Scientifically Researched Based Interventions – a tiered approach using proven techniques to help struggling learners
STRIVE	A program for middle and high school students with an emotional disability. This program operates at the two middle schools and at the Wampanoag facility for high school students
TA	Teaching Assistant – assists regular and special education teachers.
TLP	Transitional Language Program – Instructs students in both English and their dominant language until they gain proficiency in English
WAAVE	A program for post secondary special needs students operating at the Wampanoag campus
WHEA	West Hartford Education Association – union representing all teachers
WHELL	West Hartford Early Language Learning Program – provides Spanish instruction (French at Norfeldt) to students in grade 3-5 (K-5 at Charter Oak)