



PUBLIC SCHOOLS

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To: School Committee members
From: Glenn Pavlicek, Assistant Superintendent for Business Affairs
Subject: FY 16 Fourth Quarter Report
Date: September 7, 2016



Prior to preparing the full DESE end-of-year report, I wanted to give you a brief summary of our closeout. For new members, our quarterly reports include:

- A General Fund budget-to-actual spreadsheet
- A summary of our revolving funds
- A summary of our grant funds
- A summary of the Food Service program
- An "All-Funds" spreadsheet that reports budget-to-actual spending from all of the above sources

In brief:

1. The \$1 deficit at the bottom of the General Fund report is a round-off error in the reporting software. We spent our budget down to the penny in FY 16.
2. The Policy and Administration and Instructional Leadership General Fund categories were almost exactly on budget.
3. The Instruction category in the General Fund also came in on target. In the All-Funds report, it shows as being spent slightly above expectations, primarily due to the \$200,000 Tucker PreSchool State grant which was not originally in our budget. Savings in the teacher line (due to unpaid maternity leaves, etc.) were offset by the additional cost of substitutes and additional expenditures in materials, including a new Second Step elementary curriculum to be implemented in FY 17. It should be noted that funds in the materials and supplies lines can be moved among those lines by the principals. Although we need to report them separately to DESE, principals are given bottom line authority within those categories.
4. Instructional Services in the General Fund were over budget primarily due to costs of busing (primarily field trips) and athletics. In the All-Funds report, you can see that the Athletics budget was substantially overspent this year, primarily due to expenditures on supplies and equipment. The Athletic Director will inform coaches that no funds can be spent without his approval. Additionally, the Business Office will contact vendors reminding them that no orders can be placed without a purchase order.
5. Even though Special Education came in under budget in the General Fund, this is misleading. If you look at the All-Funds report, you can see that our Contracted Services (listed in the Curriculum Director, non-salary line item) were over by \$92,000, our aides spending was over by

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\$68,000, our Special Education busing costs were over by \$84,000 and our out-of-district tuition costs (Private School and Collaborative lines) were over by \$217,000. While there were some savings in other Special Education lines, overall spending exceeded budget by \$400,000. Much of this was due to additional out-of-district placements which we will accommodate in our FY 17 budget. We were able to offset this added expense with additional Circuit Breaker (\$350K) and Medicaid (\$50K) funds.

6. Technology was overspent by \$60,000, primarily due to needed equipment upgrades and an expensive upgrade to our Student Information System software.
7. Facilities spending was on budget in the All-Funds report, with revenue from rentals contributing 10% of those funds. Additional maintenance spending (\$212K actual versus \$115K budget) was due primarily to cleaning supplies, paper goods, and electronic maintenance equipment and repairs.
8. In the Revolving Funds report, you can see that the year-end balance is \$250,000 less than the beginning balance, owing primarily to the needed spending on Special Education. This additional spending will, however, generate additional Circuit Breaker and Medicaid funds for FY 17.

In light of this data, we will be re-examining the individual line items in our FY 17 budget and will shortly be bringing the line items for our major DESE subcategories to the School Committee for approval.

Grants received :

Harvard Community Spirit MiniGrant \$500 awarded to Pierce Middle School.

Copeland Foundation Matching Grant of \$10,000 to the Tucker PTO for the new play area.

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