



**PUBLIC SCHOOLS**

MILTON, MASSACHUSETTS 02186

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To: Milton School Committee  
From: Glenn Pavlicek, Assistant Superintendent for Business Affairs  
Subject: First Quarter FY 19 Report  
Date: October 18, 2018

Attached please find the first quarter report for FY 19. Please note the following with respect to the All Funds Budget Summary:

1. Not all grant amounts have been finalized yet. Once they are, they will be added to the "Other Funds Budget" in the All Funds report.
2. We are reformatting this report to reflect changes in the Department of Elementary and Secondary Education chart of accounts. You should note the following changes:
  - a. In the Instructional Leadership section, there are two new sub-categories: Instructional Technology Leadership and Principals' Instructional Technology. The IT Leadership category now contains the salaries of our Academic Technology Director as well as the salaries of our technology staff. The Principals' Instructional Technology line contains technology purchases for the Principals' offices. These were formerly part of the Technology section.
  - b. In the Instruction section, there are also two new sub-categories: Classroom Technology – Hardware and Classroom Technology – Other. The first is for the purchase of computers for classrooms. The second is for other associated hardware (printers, projectors, etc.) for use in classrooms. These were also formerly contained in the Technology section of the budget.
  - c. Also in the Instruction section, there is a new sub-category for Distance Learning/Online Coursework. These expenditures were previously contained in the Other Instructional Services lines.
  - d. In the Facilities section, there is a new Technology Infrastructure sub-category. This was previously part of the Technology section.
3. As of September 30, only two teacher payrolls have been paid. These salary lines should reflect approximately 92% remaining in the All Funds report, which they do. Similarly, Instructional Aides have had two paychecks out of 21, with 90% expected to remain. We have slightly less than that showing in the Special Education Aides line but not all grants which help to fund this line have yet been posted.

**25 Gile Road, Milton, Massachusetts 02186**

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4. For twelve month employees (administration, custodians, etc.), salary lines should reflect 75% remaining, which they do.
5. The classroom materials lines in the Instruction category (texts, equipment, supplies, services, technology, software, etc) are spent heavily at the beginning of the academic year, so the relatively low remaining balances in those lines is not unexpected.
6. Out of district Special Education costs and Special Education transportation costs have been estimated for the year and are encumbered. These estimates will move up and down as the year progresses. Similarly, we have encumbered anticipated Special Education contractual costs for the year in the Curriculum Director non-salary line.
7. We have also set aside anticipated costs for Custodial and Maintenance non-salary contracts and purchases. Most of these are in the form of "not to exceed" purchase orders. Exact costs will be monitored as the year progresses.
8. In the Revolving Funds and the School Lunch Fund, deposits from the second half of September had not posted by the 30<sup>th</sup>, so the revenue figures in those reports are understated.

#### Grants Received this Quarter

- IDEA Special Education Entitlement Grant -- \$1,329,022
- Title I -- \$117,945
- Title II Teacher Quality Grant-- \$62,210
- Title III English Language Learners -- \$15,010

#### Private Grants

- Beth Israel Deaconess Milton (Drug Story Theater) -- \$2,000
- Beth Israel Deaconess Milton (PBIS) -- \$2,000

Most other grants have yet to be awarded.

Feel free to contact me with any questions.

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