

WESTPORT BOARD OF EDUCATION

***AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC SESSION/PLEDGE OF ALLEGIANCE:

7:30 p.m., Staples High School, Cafeteria B (Room 301)

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)

MINUTES: December 7, 2015, January 5, 8, 11 and 19, 2016

DISCUSSION:

1. Quarterly Financial Report: July 1, 2015 - December 31, 2015 (Encl.) Mr. Longo
2. Health and Medical Insurance Report: Revenues, Expenses, Projected Year-End Balance (Encl.) Mr. Longo

DISCUSSION/ACTION:

1. Approval of 2016-17 Budget of the Board of Education (Encl.) Dr. Landon
Mr. Longo

ADJOURNMENT


*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78; Frontier TV channel 99 and by video stream @www.westport.k12.ct.us

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
SUPERINTENDENT

FROM: ELIO LONGO, JR. 
DIRECTOR OF SCHOOL BUSINESS OPERATIONS

SUBJECT: DECEMBER 2015 QUARTERLY REPORT

DATE: JANUARY 28, 2016

CC: F. MEILAN, BUDGET FILE

Attached is the December Quarterly Report (2Q) for the 2015-16 fiscal year which reflects a potential fund balance of \$522,343 on June 30, 2016. The potential fund balance represents a 0.47% budget variation to the \$111,171,756 Board of Education adopted 2015-2016 budget.

The projected positive fund balance can mainly be attributed to the cumulative savings in Salary accounts (Object codes 100-156); estimated at \$391,821. The most notable savings resulted from the District's ability to meet its instructional objectives without having to hire additional staff (reserve teachers; \$195,000).

You will note that we have completed 6 of the 12 months of the fiscal year with six months of expenditures left in the year. *This means that many of our expenditure projections continue as preliminary.* The differences between the "Adopted Budget" column and the "Adjusted Budget" column reflect the administrative transfers made within each "line item" of the budget as the year has progressed and specific expenditures have been modified. The "Estimated Adjustments" column reflects projected expenditures to June 30, 2016 that were not encumbered as of December 31; some indicative of market forces that have changed since the time the budget was prepared.

We encumber salaries for all full time employees and expenditures for anticipated purchases. Those encumbrances and expenditures account for 95.0% of the total budget. Actual expenditures made to date are 48.0% of total budget with encumbrances representing 47.0% of total budget. The remaining 4.5% of the budget projection represents my best estimate of unencumbered expenditures to be made during the six months remaining in the fiscal year.

The greatest unknowns at this time are the projected substitute and overtime costs (objects 150 – 156) through the end of the year. Current projection of Other Salary indicates a budget overrun in Acct 154 Long Term Subs (\$95,000) and Acct 156 Overtime (\$45,000). These accounts have the highest rate of volatility since staff attendance, workers compensation injuries, overtime, illness, and pregnancy cannot be definitively estimated. Offsets are presently available in the projected salary accounts surplus.

The cost of heating fuel (natural gas & oil) and electricity remains uncertain as the 2Q includes a mild start to the Winter heating season. At this time, I am anticipating a \$73,000 favor variance in Acct 415 Natural Gas due to the warmer than usual temperatures. We have taken steps to mitigate short-term volatility by purchasing electricity and leveraging via a consortium purchase

(Towns and BOEs). In the coming year both Town of Westport and Westport Public Schools will have synchronized contract expiry dates lending to increased purchasing economies. We will continue to closely monitor all utility accounts as we enter the 2015-16 heating season.

Listed below is a summary of the Line Item projected balances:

LINE ITEM	PROJECTED BALANCE
Total Salaries	\$391,821
Total Benefits	2,307
Total Purchased Services	(\$7,202)
Total Property Services	\$22,988
Total Other Purchased Services	\$112,429
Total Supplies and Materials	-
Total Equipment	-
Total Other	-
Projected Balance (Deficit)	\$522,343

I welcome the opportunity to review this projection with you.

WESTPORT PUBLIC SCHOOLS
 Quarterly Financial Report - 2Q
 December 31, 2015
 Theoretical Expenditure Rate: 50%

2013-2013	2013-2014	2014-2015	Object Code	Descriptions	2015-2016 ADOPTED BUDGET	2015-2016 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2015-2016 ENCUMBERED TO DATE	2015-2016 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EYD	BALANCE AVAILABLE	Balance Available %
4,525,475	4,791,627	4,854,834	100	Certified Administrators	5,016,239	5,016,239	-	2,556,662	2,466,112	49%	96,000	5,130,774	(114,535)	-2.3%
1,619,710	1,669,694	1,678,540	101	Directors	1,719,080	1,719,080	-	898,648	877,276	49%	-	1,716,134	3,556	0.2%
21,924,451	21,923,122	21,903,838	102	Reg Ed Teachers	22,491,411	22,491,411	-	12,284,565	9,756,583	43%	-	22,041,148	450,263	2.0%
10,894,061	11,210,937	11,149,835	103	Special Area Teachers	11,980,632	11,980,632	-	6,046,677	5,046,677	44%	-	11,413,658	76,994	0.7%
3,143,981	3,226,979	3,255,368	104	Support Teachers	3,811,036	3,811,036	-	2,111,949	1,664,816	46%	-	3,776,159	(165,123)	-4.6%
885,691	154,520	153,024	105	Cur/Inst Resource	162,384	162,384	-	84,966	61,718	38%	-	146,684	15,700	9.7%
885,691	154,520	153,024	106	Library/Media Teachers	993,820	993,820	-	495,140	380,716	41%	-	816,856	116,964	12.5%
1,575,103	1,395,386	1,395,386	107	Guidance	1,420,990	1,420,990	-	794,508	644,222	45%	-	1,438,730	(17,740)	-1.2%
4,350,464	4,207,725	4,207,725	109	Special Ed Teachers	4,865,068	4,865,068	-	2,878,202	1,956,383	46%	-	4,374,585	(9,517)	-0.2%
1,974,222	1,694,000	1,651,963	110	Psychologists	1,650,961	1,650,961	-	871,865	748,855	44%	-	1,598,715	83,246	3.2%
289,777	294,326	280,190	111	Social Workers	286,171	286,171	-	162,265	124,990	44%	-	297,256	(1,085)	-0.4%
1,086,749	1,127,948	1,284,302	114	Speech/Hearing Therapists	1,368,000	1,368,000	-	698,720	583,525	43%	-	1,292,246	85,755	6.3%
141,085	161,221	163,182	115	Staff Dev/Leadership	153,847	153,847	-	57,390	57,390	37%	23,933	183,907	0	0.0%
688,790	599,801	649,940	116	Coaches/Intramural/Intrachast	750,947	750,947	-	84,800	84,800	11%	656,147	769,007	-	0.0%
384,453	524,303	525,183	118	Curriculum Work/Other	629,259	629,259	-	173,266	173,266	28%	455,993	629,259	-	0.0%
199,936	228,335	235,948	119	Sub-Total Certified Salaries	293,740	293,740	-	82,007	82,007	28%	211,733	293,740	-	0.0%
\$ 52,650,990	\$ 54,098,710	\$ 54,316,913			\$ 56,344,185	\$ 56,344,185		\$ 29,696,160	\$ 24,699,356	43.5%	\$ 1,493,211	\$ 55,860,707	\$ 499,478	0.9%
1,014,408	1,223,432	1,245,632	120	Support Supervisors	1,387,251	1,387,251	-	677,976	712,952	51%	-	1,390,877	(3,586)	-0.3%
2,256,460	2,339,269	2,436,337	121	Secretaries	2,512,133	2,512,133	-	1,494,280	1,660,512	50%	-	2,459,792	52,441	2.1%
1,702,659	1,717,600	1,897,717	122	Paraprofessionals	1,948,104	1,948,104	-	1,050,831	877,497	45%	-	1,933,288	19,816	1.0%
2,040,958	2,176,860	2,448,846	123	Special Professionals	2,520,877	2,520,877	-	1,520,017	1,215,812	48%	-	2,507,829	13,048	0.5%
2,515,919	2,601,906	2,678,600	124	Custodians	2,728,685	2,728,685	-	1,590,624	1,233,626	51%	-	2,714,250	14,633	0.5%
590,818	514,555	551,734	125	Maintainers	575,959	575,959	-	280,406	287,285	53%	-	577,671	(1,722)	-0.3%
794,630	814,350	835,175	126	Nurses	855,998	855,998	-	470,285	386,304	45%	-	856,589	(591)	-0.1%
198,978	214,813	230,684	127	Nurses Aides	250,833	250,833	-	139,532	111,500	44%	-	251,032	(199)	-0.1%
515,588	530,271	555,988	128	Technology Assistants	549,596	549,596	-	267,785	285,246	52%	-	554,031	(4,435)	-0.8%
61,779	69,951	65,251	129	Security Aides	259,208	259,208	-	142,190	69,660	27%	-	211,850	47,358	18.3%
245,688	246,266	219,977	130	Bus Monitors	250,000	250,000	-	118,059	100,434	40%	149,566	250,000	-	0.0%
156,032	193,198	198,599	131	Athletics	210,000	210,000	-	91,901	91,901	44%	-	210,000	-	0.0%
110,196	109,484	110,586	133	Other	101,282	101,282	-	70,737	70,412	70%	-	141,159	(9,877)	-9.0%
404,898	484,602	487,040	136	Occupational Therapists	485,794	485,794	-	250,611	267,244	54%	-	557,855	(62,061)	-12.5%
157,240	160,465	162,051	136	Physical Therapists	160,817	160,817	-	90,116	80,278	50%	-	170,954	(9,577)	-6.0%
\$ 12,746,330	\$ 13,377,562	\$ 14,252,227		Sub-Total Non-Certified Salaries	\$ 14,831,855	\$ 14,831,855		\$ 9,823	\$ 9,823		\$ 154,620	\$ 14,866,617	\$ 25,238	0.2%
100.0%	107.7%	100.4%			103.7%	103.7%		52.7%	48.5%		2.6%	99.1%	0.9%	0.2%
352,588	318,710	267,765	150	Perm Cert Subs	263,200	263,200	-	176,750	70,050	27%	16,400	263,200	-	0.0%
187,452	221,743	168,199	151	Daily Cert Subs	232,040	232,040	-	105,700	90,827	41%	30,473	226,700	(4,660)	-2.1%
44,700	37,195	49,145	152	Staff Training Cert Subs	55,500	55,500	-	-	15,994	38%	39,516	55,500	-	0.0%
33,253	39,360	50,196	153	PPT Cert Subs	44,400	44,400	-	-	16,450	37%	25,185	41,633	2,765	6.2%

WESTPORT PUBLIC SCHOOLS
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 December 31, 2015
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2012-2013 Year-End Expense	2013-2014 Year-End Expense	2014-2015 Year-End Expense	Object Code	Descriptions	2015-2016 ADOPTED BUDGET	2015-2016 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2015-2016 ENCUMBERED TO DATE	2015-2016 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOD	BALANCE AVAILABLE	Balance Available %
527,074	523,798	736,489	154	Long Term Subs	565,000	565,000	-	125,665	222,883	39%	311,452	850,000	(85,000)	-16.3%
158,022	205,480	205,479	155	Non-Cert Subs	200,000	200,000	-	8,246	71,530	36%	104,224	135,000	15,000	7.5%
322,079	318,321	555,579	156	Overtime	325,000	325,000	-	8,246	213,520	66%	155,480	370,000	(45,000)	-13.8%
\$ 1,805,208	\$ 1,666,707	\$ 1,836,693		Sub-Total Other Salaries	\$ 1,675,140	\$ 1,675,140	\$ -	\$ 415,361	\$ 705,944	50%	\$ 679,730	\$ 1,802,035	\$ (126,895)	-7.6%
		110.2%			91.2%			24.9%	42.2%		40.6%	107.6%	-7.6%	
\$ 67,002,468	\$ 69,146,079	\$ 70,405,743		TOTAL SALARIES	\$ 72,851,180	\$ 72,851,180	\$ -	\$ 37,542,833	\$ 31,626,655		\$ 2,289,861	\$ 72,459,359	\$ 391,821	0.5%
100.0%	103.2%	101.8%			103.5%			51.5%	44.8%		3.1%	99.5%	0.5%	
12,822,436	13,382,040	14,501,700	210	Health Insurance	14,247,493	14,247,493	-	7,555,910	6,591,588	46%	-	14,247,493	-	0.0%
278,727	266,146	279,470	211	Group Life Insurance	250,712	250,712	-	116,231	187,561	67%	-	233,792	(83,080)	-13.2%
42,000.0	40,760	37,105	212	Teacher Child Care (MCA)	40,000	40,000	-	37,500	17,500	44%	22,500	40,000	-	0.0%
45,206	38,000	49,500	213	Health Insurance Waiver	50,000	50,000	-	27,500	15,000	30%	7,500	50,000	-	0.0%
1,795,398	1,843,251	1,886,312	220	FICA/Medicaid	2,013,897	2,013,897	-	1,005,684	906,925	45%	74,576	1,997,165	26,482	1.3%
28,217	26,708	24,653	240	Courses Reimbursement	30,000	30,000	-	8,873	8,873	30%	41,127	30,000	-	0.0%
220,523	67,416	19,186	250	Unemployment Compensation	50,000	50,000	-	11,556	36,103	76%	341	50,000	-	0.0%
351,610	444,270	551,512	260	Workers Compensation	585,213	585,213	-	151,097	427,155	72%	-	588,212	15,001	3.6%
33,644	35,268	35,115	287	Uniform Allowance	34,000	34,000	-	11,521	28,525	84%	-	40,046	(6,046)	-17.8%
31,112	28,981	35,633	290	Other Employee Benefits	25,000	25,000	-	-	23,350	94%	1,650	25,000	-	0.0%
\$ 15,448,372	\$ 16,169,390	\$ 17,435,985		TOTAL BENEFITS	\$ 17,344,015	\$ 17,344,015	\$ -	\$ 8,979,439	\$ 8,214,615		\$ 147,654	\$ 17,344,708	\$ 2,307	0.0%
100.0%	104.7%	107.7%			99.6%			51.8%	47.4%		0.5%	100.0%	0.6%	
137,408	63,772	55,625	320	Homebound	90,000	90,000	-	14,898	10,771	12%	64,331	90,000	-	0.0%
27,692	36,798	47,655	321	Gifted Activities	40,000	40,000	-	20,507	10,989	27%	8,500	40,000	-	0.0%
237,444	284,257	323,286	322	Interns	75,000	75,000	-	15,255	15,255	0%	44,490	75,000	-	0.0%
8,017	14,258	20,127	324	Inst Program Improvements	363,887	(869)	(869)	2,416	197,780	54%	50,278	365,512	(1,625)	-0.4%
104,127	144,946	133,763	325	Pupil Services	15,000	15,000	-	2,416	4,760	32%	7,824	15,000	-	0.0%
102,822	99,148	125,281	327	PPT Consultations	161,000	161,000	-	68,023	77,295	48%	15,684	161,000	-	0.0%
20,763	20,000	25,840	328	Student Evaluations-Outside	96,000	96,000	-	32,123	50,644	33%	13,233	96,000	-	0.0%
199,235	210,086	171,584	330	Medical Advisors	26,000	26,000	-	13,300	3,650	14%	9,070	26,000	-	0.0%
486,273	314,683	353,542	331	Other Prof/Teach Services	303,500	304,269	369	133,859	129,540	43%	59,146	304,944	1,625	0.5%
33,952	29,823	66,505	332	Legal/Negotiations	380,000	350,000	-	198,875	124,107	35%	34,220	357,202	(7,202)	-2.1%
\$ 1,357,254	\$ 1,212,781	\$ 1,323,034		TOTAL PURCHASED SERVICES	\$ 1,521,155	\$ 1,521,155	\$ -	\$ 615,720	\$ 624,773		\$ 286,875	\$ 1,522,358	\$ (7,202)	-0.5%
100.0%	89.3%	109.1%			115.0%			40.5%	41.1%		18.9%	100.5%	-0.5%	
87,195	89,008	89,427	411	Water/Sewer	99,201	96,201	-	37,972	54,583	56%	5,646	99,201	-	0.0%
1,849,413	1,729,775	1,803,729	413	Electricity	1,971,445	1,971,445	-	907,590	1,106,328	56%	-	2,013,878	(42,433)	-2.1%
829,247	1,097,041	1,250,588	414	Natural Gas	1,300,624	1,300,624	-	1,092,460	135,018	10%	-	1,227,478	73,146	5.6%
32,691	137,515	87,477	415	Heating Oil	27,084	27,084	-	17,316	2,063	8%	7,700	27,084	-	0.0%
398,640	463,128	466,216	421	Contracted Maintenance	499,585	499,585	-	203,455	296,509	59%	-	499,664	(79)	0.0%
413,011	487,001	468,209	431	Building Maintenance	403,150	364,616	(38,534)	100,385	125,874	35%	133,357	364,616	-	0.0%

WESTPORT PUBLIC SCHOOLS
 Quarterly Financial Report - 2Q
 December 31, 2015
 Theoretical Expenditure Rate: 50%

2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	YTD	ESTIMATED	PROJECTED	BALANCE	Balance
Year-End	Year-End	Year-End	ADDED	BUDGET	ADJUSTED	BUDGET	ENCUMBERED	EXPENDED	%	ADJUSTMENTS	TO EOD	AVAILABLE	Available
Expense	Expense	Expense	BUDGET	BUDGET	BUDGET	BUDGET	TO DATE	TO DATE		\$	\$	\$	%
197,421	161,474	185,375	309,040	309,040	309,040	63,473	110,281	110,281	35%	135,286	309,040	-	0.0%
64,585	71,792	80,204	76,506	76,522	76,522	3,473	44,801	44,801	58%	28,148	76,522	-	0.0%
56,243	42,313	74,313	72,200	72,084	72,084	-	17,150	17,150	24%	54,934	72,084	-	0.0%
538,567	235,810	1,522,111	153,182	153,182	153,182	(97,676)	41,756	41,756	75%	13,750	55,506	-	0.0%
30,946	125,536	136,400	66,455	66,455	66,455	(26,483)	40,000	40,000	0%	-	40,000	-	0.0%
202,628	298,568	342,984	347,598	347,598	347,598	153,665	75,000	75,000	67%	92,355	510,258	-	0.0%
184,124	184,309	186,405	184,127	184,127	184,127	106,791	31,263	31,263	34%	13,883	184,127	-	0.0%
-	34,357	34,357	35,000	35,000	35,000	-	21,365	21,365	61%	4,465	42,646	-	32.8%
14,599	12,791	12,791	15,400	15,400	15,400	-	7,000	7,000	29%	8,780	15,400	-	0.0%
165,203	202,784	222,069	240,000	240,000	240,000	-	80,792	80,792	54%	105,072	240,000	-	0.0%
241,880	205,196	208,915	250,000	250,000	250,000	-	163,327	163,327	57%	83,114	250,000	-	0.0%
71,125	64,325	73,887	75,000	75,000	75,000	1,601	63,988	63,988	85%	9,314	75,000	-	0.0%
\$ 3,212,229	\$ 5,608,688	\$ 7,241,402	\$ 6,124,557	\$ 6,124,557	\$ 6,124,557	\$ 2,138,553	\$ 2,170,395	\$ 2,170,395	35%	\$ 639,656	\$ 6,124,557	\$ 22,988	0.4%
100.0%	107.6%	129.2%	84.6%	84.6%	84.6%	45.0%	44.1%	44.1%		10.4%	99.6%	0.4%	
2,892,629	2,754,137	3,091,623	3,340,964	3,340,964	3,340,964	-	3,286,958	3,286,958	98%	54,006	3,340,964	-	0.0%
566,676	564,865	652,651	732,853	732,853	732,853	-	705,325	705,325	96%	10,010	732,853	-	0.0%
94,284	135,617	144,469	125,685	125,685	125,685	-	48,921	48,921	39%	-	124,625	1,060	0.8%
210,945	240,865	271,954	286,650	286,650	286,650	-	161,957	161,957	56%	-	315,866	(29,216)	-10.2%
24,994	29,690	29,731	42,144	42,144	42,144	-	12,350	12,350	29%	24,660	42,144	-	0.0%
282,115	289,667	256,742	345,345	345,345	345,345	-	58,782	58,782	17%	40,001	200,000	145,345	42.1%
-	-	-	-	-	-	-	-	-	-	-	-	-	-
155,426	169,636	174,755	187,968	187,968	187,968	-	138,659	138,659	74%	-	165,160	2,803	1.5%
14,366	11,372	13,362	14,364	14,364	14,364	-	15,573	15,573	108%	-	15,573	(1,209)	-8.4%
303,335	274,430	298,587	320,438	320,438	320,438	-	259,383	259,383	81%	-	307,696	12,742	4.0%
48,500	60,625	75,781	81,465	81,465	81,465	-	104,410	104,410	128%	-	104,410	(22,945)	-38.3%
476,555	570,691	598,442	491,293	491,293	491,293	-	48,779	48,779	63%	-	491,293	-	0.0%
30,410	44,709	36,153	45,000	45,000	45,000	-	12,227	12,227	27%	131,933	45,000	-	0.0%
106,194	73,890	97,209	110,000	110,000	110,000	-	80,813	80,813	73%	11,248	110,000	-	0.0%
46,070	27,395	31,488	42,440	42,440	42,440	180	8,346	8,346	24%	24,065	42,440	-	0.0%
1,729,412	1,644,048	1,619,445	1,800,000	1,800,000	1,800,000	-	1,084,952	1,084,952	32%	(200,000)	1,796,156	3,844	0.2%
34,719	37,827	44,260	100,000	100,000	100,000	-	50,028	50,028	41%	8,287	100,000	-	0.0%
383,500	467,750	493,600	425,000	425,000	425,000	-	94,000	94,000	7%	55,176	39,500	-	0.0%
22,150	20,798	14,055	20,000	20,000	20,000	-	16,418	16,418	82%	810	20,000	-	0.0%
32,073	36,533	29,939	54,854	54,854	54,854	(160)	16,418	16,418	26%	73,925	54,854	-	0.0%
\$ 7,479,634	\$ 7,505,826	\$ 7,965,552	\$ 8,525,943	\$ 8,525,943	\$ 8,525,943	\$ 1,824,218	\$ 1,824,218	\$ 1,824,218	6.0%	\$ 518,674	\$ 8,525,943	\$ 112,429	1.3%
100.0%	103.1%	106.1%	106.3%	106.3%	106.3%	21.1%	21.1%	21.1%		6.0%	96.7%	1.5%	
84,495	85,135	1,016,020	847,647	852,473	852,473	4,826	74,044	74,044	68%	196,388	852,473	-	0.0%
527,755	591,351	646,077	674,099	674,557	674,557	458	571,420	571,420	85%	47,225	674,557	-	0.0%
122,957	129,224	134,189	129,975	129,975	129,975	-	94,358	94,358	73%	35,617	129,975	-	0.0%

WESTPORT PUBLIC SCHOOLS
 Quarterly Financial Report - 2Q
 December 31, 2015
 Theoretical Expenditure Rate: 50%

2012-2013 Year-End Expense	2013-2014 Year-End Expense	2014-2015 Year-End Expense	Object Code	Descriptions	2015-2016 ADOPTED BUDGET	2015-2016 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2015-2016 ENCUMBERED TO DATE	2015-2016 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE
30,715	35,116	35,648	615	Graduation Expenses	36,856	36,856	-	11,565	3,782	10%	20,489	36,856	0.0%
440,072	613,515	646,441	641	Textbooks	686,781	686,781	(8,713)	33,588	393,917	55%	249,563	683,068	0.0%
131,590	139,066	134,510	642	Library Books & Periodicals	123,969	123,976	7	26,124	53,368	43%	44,484	123,976	0.0%
9,870	19,820	14,615	643	A/V Materials	16,651	16,651	-	165	10,475	63%	6,011	16,651	0.0%
151,863	169,114	155,371	690	Non Instructional Supplies	174,936	173,669	(1,267)	40,586	72,467	42%	60,616	173,669	0.0%
18,212	22,036	29,089	691	Health Supplies	29,550	29,239	(311)	2,815	6,286	22%	20,127	29,239	0.0%
2,247,519	2,589,027	2,805,938		TOTAL SUPPLIES AND MTLs.	2,720,464	2,720,464	-	245,819	1,794,124		680,521	2,710,464	0.0%
100.0%	115.7%	108.0%			97.0%	97.0%		9.0%	65.2%		25.0%	100.0%	0.0%
54,028	76,315	61,690	781	Equip-New Instructional	60,756	71,148	10,387	785	45,684	64%	24,674	71,143	0.0%
36,968	27,283	51,772	782	Equip-New Non Instructional	157,693	147,002	(10,691)	2,092	140,980	96%	3,990	147,002	0.0%
10,064	16,846	26,389	783	Equip-Replace Instructional	89,548	59,488	(30,060)	-	55,653	94%	3,880	59,488	0.0%
28,078	21,138	8,507	784	Equip-Replace Non Instructional	46,306	46,508	202	2,050	35,422	72%	10,884	46,306	0.0%
35,753	72,157	105,468	785	Furniture	91,634	92,258	624	31,959	48,729	52%	10,590	92,258	0.0%
894,303	1,022,353	1,097,198	790	Tech Equip-Instructional	1,040,958	1,096,798	(56,860)	-	865,087	64%	973,671	1,096,798	0.0%
59,943	57,786	257,229	797	Tech Equip-Non Instructional	16,783	16,690	(93)	-	16,438	88%	2,192	18,620	0.0%
1,217,733	1,274,081	1,317,782		TOTAL EQUIPMENT	1,474,575	1,474,575	-	38,866	1,005,988		429,721	1,474,575	0.0%
100.0%	104.6%	105.4%			111.9%	111.9%		2.6%	68.2%		29.1%	100.0%	0.0%
75,492	73,027	77,075	810	Dues & Fees	87,000	87,000	-	5,220	71,889	83%	9,891	87,000	0.0%
21,517	25,737	27,254	811	Student Act & Awards	30,628	30,628	-	6,033	11,131	36%	13,464	30,628	0.0%
366,537	384,648	399,528	812	Student Athletics	392,200	392,200	-	214,372	150,275	38%	27,553	392,200	0.0%
463,546	484,412	509,837		TOTAL OTHER	509,828	509,828	-	225,623	233,295		50,908	509,828	0.0%
100.0%	104.5%	104.0%			101.2%	101.2%		44.3%	45.8%		10.0%	100.0%	0.0%
100,226,154	103,957,889	108,979,222		GRAND TOTAL	111,171,755	111,171,756	-	52,232,065	53,373,578		5,042,770	110,948,415	0.5%
100.0%	103.8%	104.8%			102.0%	102.0%		47.0%	48.0%		4.5%	99.43%	0.47%

Medical Health Insurance Fund
FY 15-16 Projections
 with Claims Cash Draw Data as of December 31, 2015

	Mar-15	FY16 Projections		Dec-15
		Sep-15		
Cash receipts				
General Fund Budget from line 210	34,049,493	34,247,493	34,247,493	
Other Fund Contributions	85,000	70,000	70,000	
Employee Contributions (Active)	2,672,011	2,607,655	2,607,655	
Flex Spending Accounts				
Cobra Participants	18,100	18,100	18,100	
Retirees under 65	965,701	965,701	965,701	
State Teachers Retirement (TRB)	160,000	150,000	150,000	
Life Insurance Premiums	25,000	25,000	25,000	
Retirees over 65	442,959	442,959	442,959	
Other Contributions (FMLA, Retiree Life, etc.)	45,000	45,000	45,000	
Total cash receipts	37,833,244	37,971,888	37,971,888	

Cash disbursements				
Medical	11,541,694	11,394,695	11,065,349	
Prescription	2,132,056	2,106,117	2,174,638	
Dental	1,082,451	1,149,455	1,118,886	
Flex Spending Accounts				
Contribution to HSA	1,159,000	1,162,000	1,134,000	
Medical Administrative	422,682	420,720	413,858	
Network Access Fee	163,861	163,162	160,312	
Individual Stop-Loss	772,613	772,613	756,215	
Dental Administrative	54,850	54,984	53,847	
FSA Administrative	2,951	2,951	2,951	
Consulting Fees	45,000	45,000	45,000	
ACA Related Fees	89,540	89,792	89,507	
PCORI Fee	1,666	4,197	4,268	
Retirees over 65	723,435	723,435	723,435	
Total cash disbursements	18,545,349	18,567,621	17,752,656	
Change in cash balances	(727,105)	(115,733)	219,232	

Beginning cash balance	2,472,248	2,472,248	2,471,245	
Insurance Fund Draw Down (budget)	(900,000)	(900,000)		
Insurance Fund Draw Down (YTD delta)	(227,105)	896,267		
Projected Operating Surplus (Shortfall)-Cash basis		219,232		
Ending cash balance (deficit)-projection	1,744,138	2,385,540	2,690,475	
Less: Incurred but not reported claims (carrying FY15)	(952,000)	(952,000)	(952,000)	
Net Position (Deficit) end of year-projection	792,138	1,408,540	1,738,475	

	Claims Cash Draw Age-Last Insurance Fund Account		Flex	Other	Total	Variance
	Medical/Flex	Dental				
Jul 2015	\$ 1,065,478	\$ 66,973	\$ 383	\$ 29	\$ 1,136,869	\$ 114,364
Aug 2015	\$ 2,254,174	\$ 113,005	\$ 8,498	\$ -	\$ 1,375,677	\$ 1,251,815
Sep 2015	\$ 1,411,624	\$ 81,297	\$ 5,698	\$ -	\$ 1,499,018	\$ 80,495
Oct 2015	\$ 814,214	\$ 94,276	\$ 4,793	\$ -	\$ 912,274	\$ 1,235,610
Nov 2015	\$ 1,206,977	\$ 79,065	\$ 15,515	\$ 90,166	\$ 1,382,508	\$ 1,426,934
Dec 2015	\$ 591,778	\$ 88,903	\$ 14,797	\$ -	\$ 1,005,378	\$ 1,195,542
	\$ 6,857,844	\$ 515,409	\$ 47,676	\$ 90,185	\$ 7,311,114	
	\$ 50,226	\$ 46,134	n/a	n/a		
Theoretical YTD Spend Rate	50.0%	50.0%	n/a	n/a		
variance %	0.2%	-3.9%				
variance \$	27,851	(44,039)				

FY16 Projection (Dec-15):	\$ 13,255,987	\$ 1,118,868				
YTD Expense:	\$ (6,857,844)	\$ (515,409)				
Balance available to June 30:	\$ 9,602,143	\$ 603,459				
Average remaining monthly allowance:	\$ 1,100,357	\$ 100,381				\$ 1,200,988

	Avg. Monthly Claims-FY 2015		Variance
	(Med/Flex)	(Dental)	
Jul 2015	\$ 1,024,843	\$ 1,136,869	\$ 204,846
Aug 2015	\$ 1,349,689	\$ 1,251,815	\$ 80,495
Sep 2015	\$ 1,342,380	\$ 1,332,250	\$ (408,440)
Oct 2015	\$ -	\$ 1,235,610	\$ 1,008,613
Nov 2015	\$ -	\$ 1,236,934	\$ 1,008,250
Dec 2015	\$ -	\$ 1,195,542	\$ (40,982)

	Avg. Monthly Claims		Variance
	(Med/Flex)	(Dental)	
Jul 2015	\$ 1,024,843	\$ 1,136,869	\$ 114,364
Aug 2015	\$ 1,349,689	\$ 1,251,815	\$ 80,495
Sep 2015	\$ 1,342,380	\$ 1,332,250	\$ (408,440)
Oct 2015	\$ -	\$ 1,235,610	\$ 1,008,613
Nov 2015	\$ -	\$ 1,236,934	\$ 1,008,250
Dec 2015	\$ -	\$ 1,195,542	\$ (40,982)

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON

Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
PHONE: (203) 341-1025
FAX: (203) 341-1029

January 5, 2016

Dear Members of the Board of Education:

Our meeting with the Board of Finance on December 7 was notable for the request of those present to make every effort to bring the 2016-17 budget of the Board of Education to the funding bodies with an expenditure rise not to exceed 1.5%. In response to that request and no other direction from the Board of Education, I have attempted to meet that objective. As with last year's budget proposal, I have made every effort to continue to focus upon instructional plans and programs and facilities needs. Nonetheless, with a limit of 1.5%, the task has been a most difficult one.

As with all our previous budgets, the key drivers for my proposed budget are the negotiated contractual increases with all employee groups; anticipated enrollment projections on a school-by-school basis; the numbers of full and part-time FTEs required by existing and expanded programs and new instructional initiatives; the nature of related pupil services (expenditures related both to consultants and litigation and supporting the social and emotional needs of all students at all school levels); limitations of space; and, the need to address facilities concerns from the perspective of maintaining our facilities at optimal levels.

Among our many efforts to enhance the work we do with our children, I have included in my proposed 2016-17 school budget continuation of our efforts to support literacy coaches at the elementary level; addressing essential instructional program needs at Staples High School; and, an expansion of our elementary coaching model to include elementary science coaches. To follow up on our security enhancements of the past several years, I have proposed adding another security person to the staff at Staples High School, thereby increasing our security staff at that school to three persons. This proposed budget continues our commitment to maintaining our robust and focused professional development programs for all teachers and administrators at all school levels; continued emphasis on curriculum development; and, an emphasis on greater maintenance for all school facilities. To partially offset these enhancements there have been reductions in classroom teachers at the elementary level due to enrollment changes; the elimination of team leaders at the middle school level and paraprofessionals at the third grade level in our elementary schools; removal of all bus monitors, other than those to assist special education students; a reduction of staff assistants to the assistant principals at Staples from four to two, but maintaining the two full time secretaries; and, a minor reduction in stipends for our interscholastic athletic programs.


While I have done my best to present to the Board a proposed 2016-17 budget within a limitation of 1.5%, the proposed budget being presented to you at this time represents a net increase of 2.03% in expenditures, year to year.

Sincerely,



Elliott Landon
Superintendent of Schools

INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON, SUPERINTENDENT
FROM: ELIO LONGO, JR. 
DIRECTOR OF SCHOOL BUSINESS OPERATIONS
SUBJECT: Possible offsets – FY17 Superintendent's Proposed Budget
DATE: January 28, 2016
Cc: P. Cross; F. Meilan

Pursuant to the BOE request that I identify opportunities within the current year budget as possible offsets to reductions/cuts contained within the Superintendent's Proposed FY17, I submit the following:

1) FY 15-16 2Q Financial Report

As of 12/31/15 my year-end projection (06/30/16) indicates an operating surplus of **\$522,343**. At this time I recommend a conservative spending mode not to exceed 50%-75% of the projected surplus, or approx. **\$260,000 - \$390,000**.

2) Medical Health Insurance Fund

December 2015 proved to be a favorable claims experience month. As of November 30, 2015 my recommendation was to maintain a target fund balance of 10%; providing an opportunity to "write-down" account 210 in the Superintendent's FY17 Proposed Budget by \$1,252,586 (p.87 Superintendent's Proposed Budget Book footnote).

At this time I am comfortable recommending a revised target fund balance of 9% (in accordance with the BOE policy range 5-9%). Doing so releases an additional **\$143,788** with a revised fund draw down of \$1,396,375. We would still maintain a safety margin of 4 points (9% ceiling - 5% floor) to round out the current fiscal year.

3) Possible projects and equipment (attachment)

I have identified approximately \$321,000 of planned small projects and equipment purchases included in the FY17 proposed budget that could possibly be purchased this fiscal year by using the current projected surplus. If we wish to maintain a conservative 50% surplus (\$260,000) we can initiate some of the purchases right away and pursue others as the fiscal year progresses.

4) MetLife demutualized shares

On January 15, 2016 I was alerted by MetLife that the Westport Board of Education received demutualization shares in 2001. The shares have been held in trust ever since. It appears the shares were earned on behalf of Accidental Death & Disability

(ADD) and Basic Employer-paid Life Insurance (BSL) policies or coverage at the time of MetLife's demutualization. I am in the process of learning more about the 2001 demutualization and our rights to claim shares held in trust. At current market value the shares in total could amount to approximately \$130,000. Again, I am in the early stage of claiming the shares that presumably belong to the Westport Board of Education. Any recognized asset sale would apply as a revenue credit to the then current fiscal year.

In summary:

Reduce FY17 Acct 210 an additional \$143,788
Reduce FY17 various projects and equipment accounts in total \$321,776
Combined: \$465,564

Superintendent's Proposed FY17 Budget: \$113,428,663; 2.03%.
Possible reductions: (\$465,564); (0.42%)
Revised BOE: \$112,963,099; 1.61%

Should the BOE wish to restore any of the Superintendent's proposed cuts/reductions the "add backs" will fall within the 2.03% to 1.61% range.

I am readily available to discuss my findings and recommendation.

FY17 BUDGETED THAT CAN BE PURCHASE IN FY 16

Budget Unit	Obj	Account Title	Cost Ctr	Budget Justification	\$ Amount
012600051PRO	436	GROUNDS PROJECTS	BMS	OUTSIDE LIFT REPLACEMENT	17,000
012600061PRO	436	GROUNDS PROJECTS	SHS	OUTSIDE FIRE LINE VALVE	19,000
Subtotal-436					36,000
011200080000	731	EQ-NEW INSTRUCTIONAL	SPED-ELEM	1 CUSTOM CONFIGURED MANUAL WHEELCHAIR (GF)	8,000
	731			1 IPAD AIR WITH APPLE CARE AND COVER(S)	650
	731			1 LECKEY PAL CLASSROOM SEAT 2" (GF)	1,150
	731			1 MCCLAREN ELITE PUSH CHAIR (GF)	750
	731			1 POTTY STOOL (GF)	150
	731			1 RIFTON ACTIVITY CHAIR (GF)	1,800
	731			1 RIFTON ADAPTIVE TRICYCLE (GF)	2,100
	731			1 UP N' FREE ADULT/YOUTH WALKER (GF)	5,000
	731			2 LECKEY PAL CLASSROOM SEATS 1" @1250. (GF)	2,500
011200100000	731	EQ-NEW INSTRUCTIONAL	SPED-SHS	POWER WHEEL CHAIR (SHS)	16,000
	731			SCOOTER-GOGO ELITE 4 WHEEL (SHS)	3,000
	731			WALKER-ADULT/YOUTH WHEEL SWIVEL LOCK (SHS)	4,700
Subtotal-731					45,800
01260003000	732	EQ-NEW NON-INSTRUCTIONAL	CES	(1) 16 FT EXTENSION LADDER	395
	732			(1) CARPER SPOTTER MACHINE	800
	732			(1) NEW KACHER 5050 SCRUBBER	4,000
01260004000	732	EQ-NEW NON-INSTRUCTIONAL	GFS	(1) BOOST FOCUS STRIPPING MACHINE	11,000
012410007000	732	EQ-NEW NON-INSTRUCTIONAL	LLS	01-BULLETIN BOARDS 4X6 3 @ \$188	564
	732			02-BULLETIN BOARDS 4X8 4 @ \$230	920
	732			03-BULLETIN BOARDS 4X12 9 @ \$344	3,096
012600007000	732	EQ-NEW NON-INSTRUCTIONAL	LLS	(1) NEW KACHER 5050 SCRUBBER	4,000
01260008000	732	EQ-NEW NON-INSTRUCTIONAL	SES	(1) 26" CHARRIOTT SCRUBBER	11,500

732					(2) VIPER SHOVEL HAND WET VAC		1,100
012600051000	732	EQ-NEW NON-INSTRUCTIONAL	BMS		(1) 26" CHARRIOTT SCRUBBERS		11,500
	732				(1) 17" SWING MACHINE STRIPPER		600
	732				(1) 20" SWING MACHINE STRIPPER		650
	732				(1) CARPET BOX EXTRACTOR		1,936
012600053000	732	EQ-NEW NON-INSTRUCTIONAL	CMS		(1) 26" CHARRIOTT SCRUBBER		11,500
	732				(2) 20" CHARRIOTT BURNISHERS		17,200
011102061000	732	EQ-NEW NON-INSTRUCTIONAL	SHS		ALUM WHITE BOARDS WBMASONQRT-P558AP2 2 EA \$1040		2,080
011200061000	732				WHITE BOARDS WVCMA0300790 WB MASON		450
012600061000	732				(1) NEW 20" SWING MACHINE STRIPPER		650
	732				(2) NEW AB20 WRANGLER SCRUBBERS		9,440
	732				(3) NEW 27" RIDE ON BURNISHERS		28,566
012600222000	732	EQ-NEW NON-INSTRUCTIONAL	MAINT.		2-1/4 HP VS MULTI BASE ROUTER KIT MAINT. SHOP		300
	732				DELUXE ROUTER TABLE KIT W/CAST IRON TABLE-MAINT		1,300
012600333000	732	EQ-NEW NON-INSTRUCTIONAL	DISTRICT		(1) CUB CADET SNOW MACHINE CMS/ICES		18,600
Subtotal-732							142,147

011100051000	733	EQ-REPLACE INSTRUCTIONAL	BMS		(2) 4 BASKETBALL SLIDING HOOPS @ \$119		476
011102051000	733				(1) STEEL MULTI-DRYING RACK		1,766
011113051000	733				6 LEICA MICROSCOPES (G7) @ \$1340		8,040
011113053000	733	EQ-REPLACE INSTRUCTIONAL	CMS		8 MICROSCOPES @ \$600		4,800
011113061000	733	EQ-REPLACE INSTRUCTIONAL	SHS		12 EA BINOCULAR MICROSCOPES		15,600
	733				15 EA DISSECTING MICROSCOPES		13,000
Subtotal-733							43,682

012600050000	734	EQ-REPLACE NON-INSTRUCT	KHS		(2) COMPASS MULTI PURPOSE CLEANERS		8,000
012410007000	734	EQ-REPLACE NON-INSTRUCT	LLS		03-DEHUMIDIFIERS 12 @ \$256		3,072
012600007000	734	EQ-REPLACE NON-INSTRUCT	LLS		(1) 32" ARIENS SNOW BLOWER		2,600
012410008000	734	EQ-REPLACE NON-INSTRUCT	SES		LARGE STAND CART ONLY (1)		447
	734				MOVE & STORE CART ONLY (1)		343
	734				SHIPPING & HANDLING		68
012600008000	734	EQ-REPLACE NON-INSTRUCT	SES		(1) VIPER SHOVEL HAND WET VAC		550

Possible ty 16

012410051000	734	EQ-REPLACE NON-INSTRUCT	BMS	(1) 38 CUSTOM RESTROOM SIGNS @ \$22.83	868
012600051000	734			(1) 32" ARIENS SNOW BLOWER	2,600
	734			(1) CARPET SPOTTER MACHINE	800
	734			(1) 20" NSS SCRUBBER	4,700
	734			(1) 8 HP GAS BLOWER	349
	734			(2) COMPASS MULTI PURPOSE CLEANERS	8,000
012600053000	734	EQ-REPLACE NON-INSTRUCT	CMS	(1) 32" ARIENS SNOW BLOWER	2,600
	734			(1) 20" NSS SCRUBBER	4,700
012600061000	734	EQ-REPLACE NON-INSTRUCT	SHS	(1) BOOST RIDE ON FLOOR SCRUBBER	11,000
	734			(2) 20" SWING MACHINE STRIPPER	1,300
	734			(2) HYDRO DRYERS	500
	734			(3) VIPER SHOVEL HAND WET VAC	1,650
Subtotal 734					54,147

GRAND TOTAL 321,776