



**Superintendent's  
2010-11 Budget Summary**

**March 2, 2010**

**Total Budget: \$126,697,218**

**Budget Increase: \$5,307,896 (4.37%)**

## Superintendent's Budget Executive Summary

We continue to live in extraordinary fiscal times and they have resulted in unique pressures on the Board of Education budget. Our budget increase for 2009-10 was 0% and we have learned to live with less this year. However, the continuing growth of benefits for active employees' medical care and retired employees' health and pension costs are the largest drivers in this budget. The Superintendent's budget proposes a total increase of \$5.31 million or 4.37%. Within that total budget growth, higher expenses for benefits account for \$2.94 million or 55% of the budget increase. Wage and salary growth only accounts for \$1.37 million or 26% of the budget increase. All other items account for \$1 million or 19% of the budget increase.

This 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, the team structure at the middle schools, and the broad array of courses including Advanced Placement and counseling support at our high schools.

The roll-forward budget that maintains all the programs and services that we have today is 5.72%. To lower the roll-forward increase to the Superintendent's budget increase of 4.37%, over \$1.6 million in reductions have been made. In total the number of Board of Education employees will drop by 27 positions next year. The World Language program which began in 2000-01 at grades 4 and 5 and grew to serve grades K-5 in 2008-09 through funding from a federal grant is being eliminated at 10 of our 11 elementary schools. We have reduced 2 administrative and 2 non-instructional positions. We are consolidating the AIMS program at one middle school and reducing pupil services staff by 2 positions.

The table below shows the major cost centers in the Superintendent's budget and their increases.

<b>Area</b>	<b>2009-10 Budget (\$ Million)</b>	<b>2010-11 Budget (\$ Million)</b>	<b>% of Total</b>	<b>\$ million increase/ % increase</b>
Salaries	\$83.17	\$84.54	66.7%	\$1.37/1.64%
Benefits, incl. pension	\$20.75	\$23.69	18.7%	\$2.94/14.2%
Other Expenses	\$17.47	\$18.47	14.6%	\$1.00/5.73%
<b>Total Budget</b>	<b>\$121.39</b>	<b>\$126.70</b>		<b>\$5.31/4.37%</b>

The budget maintains the current class sizes at the elementary, middle and high school levels. Elementary staffing will drop by 5.8 positions next year based on the projected section counts and high school staffing will drop by 2 reflecting lower enrollments projected at that level. Middle school staffing remains unchanged.

A detailed look at the comparison of services offered by our school system in 2009-10 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 97<sup>th</sup> out of 169 towns down from being among the top ten a generation ago.

The district has benefitted greatly from the American Recovery and Reinvestment Act. We are receiving \$3.791 million in ARRA funds for 2010-11 school year. Unfortunately all of the ARRA funds will go away in the 2011-12 school year and many of the positions funded with the ARRA funds will have to return to the General Fund in the 2011-12 fiscal year. In total we are using \$3.296 million in ARRA funds to support 60 teaching positions – elementary classroom teachers and special education teachers. \$2.296 of the ARRA money replaced Education Cost Sharing (ECS) money that the State of Connecticut normally paid directly to the Town of West Hartford. The expectation is that ECS money from the State of Connecticut will return to normal levels in 2011-12 when the ARRA money goes away. Only the \$1 million in ARRA – IDEA funds that are supporting 12.8 special education teachers would need to be replaced with Town support for the education budget in 2011-12. However, the budget situation for the State of Connecticut is not good and we cannot be sure of a full restoration of the ECS funding. This would make 2011-12 perhaps the most challenging of the trilogy of difficult budget years from 2009-10 to 2011-12.

In these challenging fiscal times, this budget represents a financially prudent investment in the high performance school system that is West Hartford. Resources are focused on the classroom and maintaining the key programs and services in the schools. The next phase of the budget process will of necessity focus on a community dialogue over the level of services provided and the level of taxes needed to fund the education budget.

## Superintendent's Budget Summary

The following pages provide more significant detail on the roll-forward budget, what new programs and services are included in the budget, as well as what efficiencies and savings were identified to reduce the budget increase.

### **Roll-forward budget – \$6.95 million increase or a 5.72%**

The roll-forward budget is the cost of providing the same programs and services as we do this year, just updated for 2010-11 costs. These cost updates include the impacts of previously negotiated salary contracts, higher benefit costs, higher energy and transportation costs and general inflation.

### **Salaries (Account codes 5101 – 5191) - \$2.71 million**

Salaries comprise the biggest component of the budget increase - \$2.71 million which represents a 3.26% overall increase in salaries. This budget increase is made up of three main factors:

**Contracted salary increases for current staff:** In total they amounted to \$2.77 million or about a 3.3% increase which is a combination of all underlying contracts. During last year's budget the maintenance, administrators and non-organized staff had a wage freeze. We are budgeting increases for those groups this year. The cost of living increase wage increase for teachers, our largest union, is 1.25% and the total wage increase including step will average 3.5% in 2010-11.

**Changes due to enrollments:** The enrollment projections indicate that we will need 5.8 fewer staff at the elementary level and 2 fewer staff at the high school level. This reduces the salary budget by \$447,000.

**Teacher Substitutes:** We are projecting a substantial shortfall in our teacher substitute account this year and budgeting for a \$300,000 increase in this account in 2010-11. Most of the increase comes from expenses for long-term substitutes who replace teachers out on maternity leave or extended sick leave.

### **Benefits (Account codes 5201 – 5209, 5372) - \$2.98 million**

Employee benefits (including pension cost - account 5372) grow each year and account for the largest part of the budget increase. This budget increase is made up of three main factors:

**Required Pension Contribution:** Based on the most recent actuarial report, the Board of Education's share of the contribution towards the Town pension plan has to rise by \$625,000 to \$2,500,000. 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.

**Retiree Health Care:** All claims for retiree health are paid for out of a reserve fund managed by the Town of West Hartford. The Board's share of the contribution to the reserve fund is increasing by \$465,000 this year to a total of \$2,270,000.

**Medical Claims:** The rest of the increase in the Health/Medical appropriation – approximately \$1,831,000 represents the increase due to the higher cost of medical treatment which for active employees is budgeted to grow at about 12% next year.

**Purchased services, supplies and equipment (Account codes 5311 – 5642, excluding 5372) - \$1.25 million**

Most of the increases in this account are normal inflationary increases and other minor adjustments which account for \$607,000 of the increase. The additional \$644,000 in increases in these accounts primarily comes from three sources:

**Excess Cost Reimbursement:** The state reimburses us for our high cost special education students – many of whom are placed in out-of-district settings and others for whom services are provided for in district. In 2008-09 we received 100% of our allowable excess costs. Due to recent issues at the state budget, the appropriation for excess cost has been frozen for the last two years. For budget purposes, we are only estimating 70% reimbursement which increases our costs by about \$210,000.

**Interdistrict Magnet Tuition:** We have more students participating in Interdistrict Magnet schools and the tuition for each student continues to increase. In prior years, the revenue from Open Choice students had covered most of the Interdistrict Magnet tuitions. But with the recent expansions by CREC and the requirement that we now pay for Pre-K students attending these schools, the Open Choice money no longer covers the entire tuition expense. We are budgeting \$204,000 for Interdistrict Magnet tuition in 2010-11.

**Textbooks:** In 2008-09 we prefunded some textbook purchases and reduced our 2009-10 purchases significantly. We are increasing textbook purchases by \$230,000 in 2010-11 to return to typical levels of textbook purchases.

**Reductions to budget – \$1.64 million increase or 1.35%**

We started the 2009-10 school year with a 0% increase in our budget and had taken reductions in previous years' budgets that had primarily stayed away from the classroom – with reductions totaling 18 full time non-instructional staff and 31 part-time non-instructional staff. This year's reductions, of necessity, begin to touch the classroom but this budget continues to preserve the unique programs that make West Hartford excellent such as 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, the team structure at the middle schools, and the broad array of courses including Advanced Placement and counseling support at our high schools. The major reductions are:

**World Language at Elementary Level:** Eliminating the instruction of World Language at the elementary level is the largest reduction – about half of the total - \$823,000. We will eliminate 11 teachers and one department supervisor with this reduction. Charter Oak will continue to have K-5 Spanish instruction as that is part of its International Baccalaureate program. This program began in the 2000-01 school year offering instruction in Spanish in 10 elementary schools in grades 4 and 5. Norfeldt, as a magnet school, had been offering French K-5 since 1996-97. In 2006-07, with assistance from the Foreign Language Assistance Program (FLAP) grant, the program was expanded to grades 3 through 5 and then grade K through 5 throughout the district in 2008-09. The FLAP grant ended in 2008-09 and the Board funded the entire K-5 program in 2009-10.

**Non-Instructional Staff Reductions:** 3 non-instructional positions are being eliminated in this budget for a total savings of \$222,000. The Technology Supervisor position is being eliminated and the responsibilities of that position will be shared by other administrators. A maintenance vacancy that was created through a retirement will not be refilled and clerical staff will be reduced by one position.

**School and Department Supplies:** Last year we reduced school and department supply budgets by 15% from their requested level. This year we froze the school and department budgets at last year's level which saved us \$141,000.

**Pupil Services staff:** We will reduce pupil services staff by 2.0 positions which will bring the total staffing level to 0.35 positions below the level they had in the 2008-09 school year. The number of special education students continues to decline from 1425 ten years ago to 1254 this year and a projected 1248 next year. Pupil Services staff has increased from 125.3 ten years ago to 161.3 this year and will be 159.3 next year. The needs of the students have changed over the decade requiring increasing staff for fewer students. The reduction will save \$134,000.

**AIMS Program:** The AIMS program, which offers an alternative instructional setting for non-special education students who are not successful, will be consolidated into one location at Sedgwick School. Sedgwick has seen the greatest number of students in the program and will maintain the program. King Philip's program which has only typically served a handful of students will be eliminated. Other supports will be provided at King Philip for the small number of students who need them. This reduction will save \$80,000.

## Comparison of Programs and Services with Other Towns – 2009-10

The chart below provides a comparison of the programs and services offered in West Hartford in 2009-10 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 K. No other town offers the same array of services.

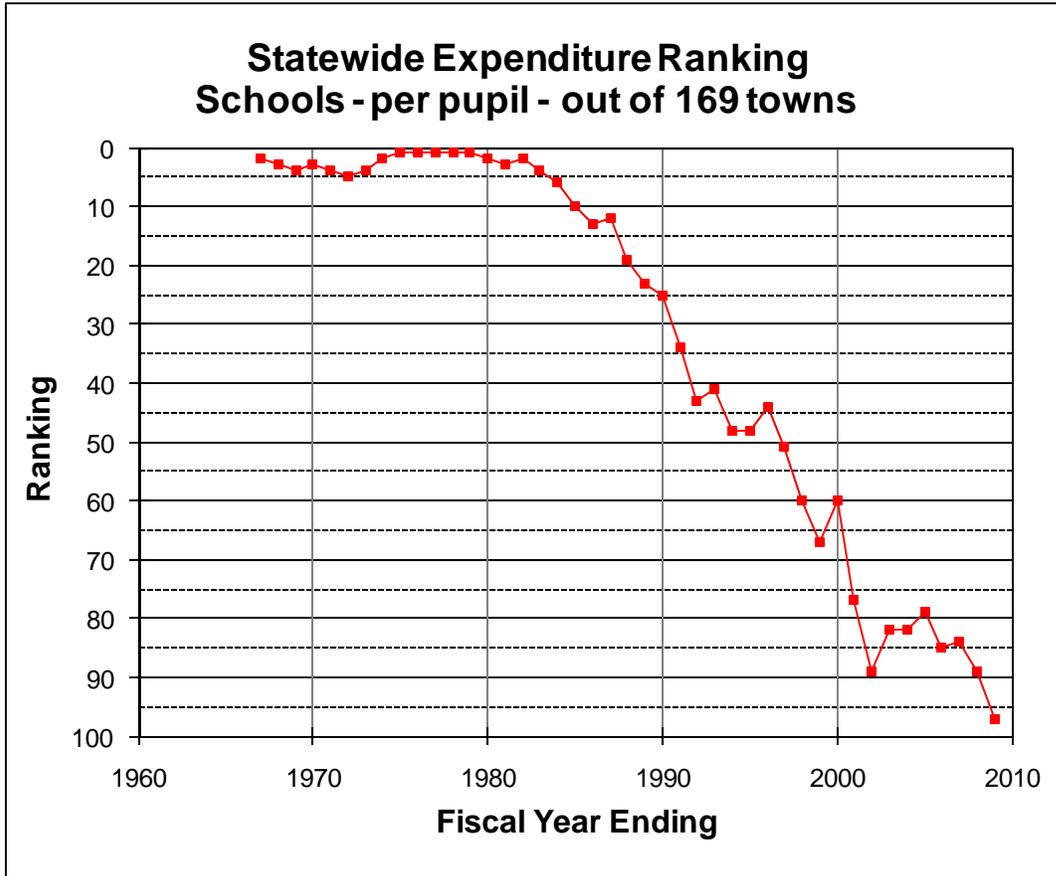
### Schools Comparison - Programs and Services Offered – 2009-10

Metric	Avon	Farmington	Glastonbury	Simsbury	West Hartford
<b>Elementary Schools</b>					
Grade Levels	K-4	K-4	K-5	K-6	K-5
Regular Pre-K program offered	No	No	No	No	3 schools
Gifted and Talented Program	No	No	Yes	No	Yes
Full Day Kindergarten	No	No	No	No	Yes
Students per Computer	5.8	3.5	3.6	3.6	3.2
Class Size (Grades K,2,5)	19.5	19.6	19.2	21.3	21.0
Print Volumes per student	30.8	52.2	28.7	31.1	33.4
World Language Instruction starts	N/A	N/A	Grade 2	Grade 6	Grade K
<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 - gr. 6	No	Yes
Students per Computer	4.3	2.9	2.1	3.0	2.1
Print Volumes per student	15.7	29.7	11.6	15.7	30.1
Class Size (Grade 7)	20.8	21.3	22.4	21.6	21.2
World Language Instruction starts	Grade 7	Grade 5	Grade 2	Grade 6	Grade K
<b>High Schools</b>					
Grade Levels	9-12	9-12	9-12	9-12	9-12
Students per Computer	3.2	3.9	3.0	2.4	2.6
Print Volumes per student	8.2	13.1	10.3	11.5	24.7
Class Size - High School	17.2	18.9	19.7	19.3	20.1
% seniors taking AP tests	43%	57%	25%	26%	45%
Number of different AP subjects tested	22	22	17	24	25
Alternative High School	No	No	No	No	Yes
<b>Supervision of Instruction</b>					
Teachers per administrator	16.9	16.4	13.7	12.9	15.2

Source: 2008-09 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.

We have continued to maintain an impressive suite of services and programs offered even as our ranking in per pupil expenditure has dropped. A generation ago, when today's parents were being educated and today's grandparents were parents actively involved in the schools, our per pupil expenditure was always among the top 5 in the state. Now in the decade from 2000 to 2010, our per pupil expenditure ranking has fallen from 60<sup>th</sup> at the start of the decade to 97<sup>th</sup> at the end of the decade (2008-09).



## 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/Elem. Spanish, 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, Homebound tutors, ESOL, and HANOC
5130	Physician Salaries	Part time medical/psychiatric services
5131	Nurse Salaries	Assigned to all schools
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

<b>Code</b>	<b>Title</b>	<b>Description</b>
5180	Teacher Substitutes	Funds for both short term and long term substitutes
5185	Teacher Assistants	Teacher assistants – both regular ed and special ed
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
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	Dialogue 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
5372	Town Pension	Board funding to Pension Account for covered employees, actuarially determined employer pension contribution
5380	Utilities - Heating	Costs for gas and oil
5381	Utilities - Water	Costs for water

<b>Code</b>	<b>Title</b>	<b>Description</b>
5382	Utilities - Electricity	Costs for electricity
5384	Utilities - Telephone	Costs for telephone service
5385	Telecommunications	Costs for internet service
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
5440	Snow Removal	Town charge for salt and sand, Contractor expense for plowing large school parking lots.
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
AIMS	Alternative Individualized Middle School – a program for non special education middle school students in need of a smaller and more focused instructional setting
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
DIP	District Improvement 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
FLAP	Foreign Language Assistance Program - This is a grant paying for half of our costs for 3 years to expand World Language to K-5 in all schools.
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

<b>Acronym</b>	<b>Definition</b>
PE	Physical Education
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 30 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
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 K-5