



Melrose Public Schools

Melrose, Massachusetts 02176

FY2010 Budget

DRAFT 4

March 31, 2009

Joseph F. Casey, Superintendent of Schools
Gregory Zammuto, Business Manager

**MELROSE PUBLIC SCHOOLS
FY2010 BUDGET**

DRAFT 4

Table of Contents

Section	Page
FY2009 Budget Summary	i – ii
FY2009 Budget Development Calendar	iii
Revenue – City Appropriation & School Dept. Revenues	1
Applied Funds Summary	2
Grant Revenues	3
Enrollment Comparison FY2006 – FY2008	4
Staffing Comparison FTE FY2007 – FY2009	5 - 6
Individual School and Department Budgets	7 – 21
Hoover (8)	
Horace Mann (9)	
Lincoln (10)	
Roosevelt (11)	
Winthrop (12)	
Elementary Itinerants (13)	
ECC (14)	
Middle (15)	
High (16)	
Special Education (17)	
Administration (18)	
System-Wide (19)	
Maintenance (20)	
Athletics (21)	
Summary of Expenses	22-31
Salary (23-25)	
Textbooks – Supplies – Materials (26)	
Other General Expenses (27)	
Plant (Non-Salary) (28)	
Athletics (Non-Salary and Non-Dues) (29)	
Total Budget All Accounts	30
FY2009 Major Budget Apportionments Pie Chart	31

**MELROSE PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT
MELROSE, MA 02176**

TO: Melrose School Committee
FROM: Joseph F. Casey
Superintendent of Schools
RE: Analysis of FY2010 Budget Draft 4
DATE: March 31, 2009

I. GENERAL INFORMATION

The Melrose Public Schools FY2010 Budget process began in early October and reflects the district's commitment to develop a balanced budget. More than any time in recent memory, the budget reflects the fiscal realities of the city, state, nation and the world. The atypical downturn in the worldwide economy does present challenges; however, we are confident that we will be able to continue to offer high quality instruction and a wide range of extracurricular activities to the students and families of Melrose. The budget recommendations for FY10 reflect cutbacks and revenue adjustments needed to balance the budget.

During the past six months (October through March) our budget holders assessed their needs and presented a needs-based budget. Working with the administrative team, we have further reviewed and revised their budget requests and continued discussions with budget holders focused on identifying the least harmful reductions, while continuing to strengthen and support our students' academic needs.

Each year the School Department budget is made up of a combination of revenue from the city, school applied funds and grants. This budget is based on anticipated revenue and reflects adjustments to expenses to meet the level of anticipated revenue. It is important to note that the FY10 Budget doesn't include any increases to current tuition and fee based programs.

The Melrose Public Schools FY10 Budget is \$27,447,882 which is based on anticipated revenue (includes City Appropriation, Applied Funds and Grants) and represents an increase of \$641,365 (2.39 %). Our current FY2010 Budget Draft 4 is balanced based on budget reductions, identified funding sources and the targeted application of funding provided by The American Recovery and Reinvestment Act of 2009 (Federal Stimulus). In addition to this the School Department will receive federal and state grants that fund programs and services outside of the regular budget. These service supplement and do not supplant current budgeted programs.

2008/2009 Budget	\$26,806,517
2009/2010 Budget	\$27,447,882
(+\$641,365)		

The following chart breaks out the combination of local funds, applied account funds and grants that made up the school budget for FY09 and is anticipated to make up the school budget for FY10.

Melrose School Department Major Budget Components FY2009-FY2010			
Line Item Description	FY2009	FY2010	Difference FY09-FY10
City Appropriation	\$23,413,788	\$23,913,788	+\$500,000
Applied Funds	\$3,180,688	\$3,279,991	+\$93,303
METCO Grant	\$212,041	\$254,103	+\$42,062
Total	\$26,806,517	\$27,447,882	+\$641,365

II. MAJOR INCREASES BY CATEGORY FROM FY2009 TO FY2010

The following chart identifies areas of the Draft 4 budget in which increases are required by contract(s), law(s), mandate(s) and/or anticipated price escalations.

LINE ITEMS WITH UNCONTROLLABLE INCREASES			
Line Item Description	FY2009	FY2010	Difference FY09-FY10
Salary Accounts	\$20,689,199	\$21,397,553	\$708,354
Plant Accounts	\$2,209,750	\$2,303,418	\$93,668
Total	\$22,898,949	\$23,700,971	\$802,022

Conclusion: The total FY2010 Budgeted Revenue to fund Expenses is **\$27,447,882**. The budget increase is currently **\$641,365** above the FY2009 Budget and we have **\$802,022** due to uncontrollable costs. This means that reductions had to be made in other areas to cover these costs.

III. STRATEGY TO MAINTAIN A BALANCED BUDGET

- Continue to review staffing levels and determine if further adjustments can be made
- Continue to monitor SPED in an effort to identify adjustments in services and tuitions
- Continue to seek additional revenue
- Continue to evaluate all expenses to determine if there are additional way to consolidate or combine services
- **Important:** Additional attrition of existing staff (retirements and resignations) would allow salaries to be downsized, which would produce additional savings to the FY2010 budget. As personnel notify us of their intent to retire and/or resign, salaries built into the Draft 4 Budget will be reduced.

cc: File
City Financial Officer/Auditor

Timeline to be followed for the development of the FY2010 School Budget is as follows:

FY2010 BUDGET DEVELOPMENT

Actions	Timeline
1. Budget Guidelines Distributed to Budget Holders	October 2, 2008
2. MVSA Budget discussion with State Legislators	November 7, 2008
3. Preliminary Budget Submitted for Central Office Review	November 14, 2008
4. Departmental and School Budget Meetings between Budget Holder, Superintendent and Business Manager to finalize budget requests	December 5, 2008
5. Completed Budgets Submitted to Business Manager	December 12, 2008
6. Budget Meetings with Mayor, CFO and other Department Heads	December 2008 – Present
7. MASS Budget Meeting w/ Representative DeLeo & Secretary of Education Paul Reville	January 22, 2009
8. Budget meeting with Administrative Staff to develop balanced budget based on anticipated funding	January – Present
9. MASBO meeting re Chapter 70, Circuit Breaker and Budget Strategies for FY10-11 w/ J.D. LaRock, Policy Director, Executive Office of Education	February 4, 2009
10. MVSA Budget meeting with Congressman Tierney	February 9, 2009
11. Budget Presented to School Committee	February 24, 2009
12. Budget Discussion with Building Principals	March 10, 2009
13. Public Forum on Budget	March 24, 2009
14. School Committee Public Budget Deliberation as part of Finance and Facilities Sub-Committee and Final Budget Approval	March 31, 2009 *
15. Present Budget to Board of Alderman	April 6, 2009

* Not a regularly scheduled meeting

MVSA – Merrimack Valley Superintendents Association

MASS – Massachusetts Association of School Superintendents

MASBO – Massachusetts Association of School Business Officials