



*FY25 District Administration's Budget Recommendation  
School Committee Presentation  
March 6, 2024*

Prepared and Presented by:

Michael M. Harvey, Superintendent of Schools  
Jeffrey D. Sands, Assistant Superintendent of Schools



# FY25 Budget Agenda for Tonight

- Public Hearing
- Discussion of Staffing Adjustments impacting the Operating Budget
  - Reduce 5.0 FTE HS Teaching Positions (existing)
  - Add 1.0 FTE Director of Teaching & Learning Positions (new)
  - School Adjustment Counselor Plan – Discuss 6<sup>th</sup> Grade Data
  - Add 1.0 FTE MPFT Position (ESSER III and Operating Budget previously)
  - Add 1.0 FTE IT Technician Position (ESSER III and Operating Budget previously)
- Requests Not Included in Our Recommendation
- Capital Planning – Discuss Next Steps



# FY25 Budget

## Summary of Recommended Staffing Adjustments impacting the Operating Budget

<b>\$ Impact</b>	<b>FTE Impact</b>	<b>Description</b>
(\$412,000)	(5.0)	Reduce 5.0 FTE HS Teaching Positions (Existing)
\$72,000	1.0	Add 1.0 FTE HS Academic Success Center Teacher (ESSER previously)
\$153,000	1.0	Add 1.0 FTE Director of Teaching & Learning Position (New)
\$41,000	1.0	Add 1.0 FTE MPFT Position (ESSER and Operating Budget previously)
\$45,000	1.0	Add 1.0 FTE IT Technician Position (ESSER and Operating Budget previously)
<b>(\$101,000)</b>	<b>(1.0)</b>	<b>TOTALS</b>



# High School Staffing and Course Size, FY24

	Sections	Full Time Equivalents	Avg Class Size
Art	34.00	4.80	16.50
Business	29.00	3.80	18.69
Drama	2.00	0.20	20.00
English	59.00	11.80	16.80
Health	17.00	1.80	19.94
Math	57.00	11.40	17.12
Music	5.00	1.00	26.60
PE	27.00	2.70	22.30
Science	67.00	12.20	17.12
Social Studies	72.50	12.40	18.63
W. Lang	48.00	10.00	17.02
<b>Totals</b>	<b>417.50</b>	<b>72.10</b>	<b>17.96</b>

\*Semester courses counted as one section.



# Staffing Recommendation

- Reduce 5.0 FTE at Masconomet High School
  - 1.0 English
  - 1.0 Math
  - 1.0 Science
  - 1.0 Social Studies
  - 1.0 World Language
- A reduction of 25 sections (5.0 FTE) would result in an average class size of 19.11, based on the current year's students.
  - This does not take into account the estimated reduction of 26 HS students in FY25 (1011 to 985).



# High School Staffing and Course Size, FY25 Projection\*

	Sections	Full Time Equivalents	Avg Class Size
Art	34.00	4.80	16.50
Business	29.00	3.80	18.69
Drama	2.00	0.20	20.00
English	54.00	10.80	18.35
Health	17.00	1.80	19.94
Math	52.00	10.40	18.77
Music	5.00	1.20	26.60
PE	27.00	2.70	22.30
Science	62.00	11.20	18.50
Social Studies	67.50	11.40	20.01
W. Lang	43.00	10.00	19.00
<b>Totals</b>	<b>392.50</b>	<b>67.70</b>	<b>19.11</b>

\*Based on FY24 Student Enrollments



# Director of Teaching and Learning

- Reports to Superintendent of Schools
- Position Description:

“To provide the Masconomet Regional School District with leadership in providing high-quality instruction, developing authentic and meaningful student assessments, analyzing student data to improve student learning, and continuously refining learning objectives to support Masconomet’s Strategic Plan.”
- Responsibilities include:
  - Coordinate the development of a process of continuous improvement in curriculum and instruction.
  - Develop processes for assessing student progress towards mastery of identified curriculum objectives, and work with District Data Team to use these results to inform improvement efforts.
  - Work with Professional Development Committee to plan training for instructional personnel and administrators.
  - Provide leadership and feedback to academic department heads through informal and formal processes.
  - Develop 5-year textbook and instructional materials plan and coordinate budget development in curriculum, instruction and professional development



# Relationship of DTL to Strategic Plan

OBJECTIVES	INITIATIVES
<b>Curriculum</b> Reorient curriculum towards real-world readiness and 21st Century Competencies	A. Curriculum Development and Review Process
<b>Instruction</b> Support curriculum objectives, meet individual student learning goals and enhance teaching practices through collaboration	B. Meeting the Needs of All Learners C. Strengthening Professional Practice D. Data Collection and Management
<b>Culture &amp; Wellbeing</b> Foster a safe, trusting and joyful school culture where students and adults thrive and grow	E. Social Emotional Learning & Mental Health
<b>Community</b> Build community that champions District Mission through communications, data management and partnership	F. Community & Advisories G. Facilities Management







# FY25 Budget School Adjustment Counselor Plan Discuss 6<sup>th</sup> Grade Data

## Middleton

IEPs	9 students
504s	5 students
<i>Total</i>	<i>14 students</i>

\*No General Ed. data reported

## Topsfield

IEPs	12
504s	6
RTI/General Ed.	9
<i>Total</i>	<i>27</i>

## Boxford

IEPs	6
504s	3
RTI/General Ed.	10
<i>Total</i>	<i>19</i>

# School Adjustment Counseling Services: *Middle School*

	IEP	504	General Education	Total # of students/SAC
SAC #1	12	11	5	28
SAC #2	24	4	4	32
SAC #3	25	6	4	35
<b>Total:</b>	<b>61</b>	<b>21</b>	<b>13</b>	<b>95</b>
Avg. w/ 2 SACs	30	10	7	47

*SY 2023-2024, 7 full-time school adjustments counselors (4 in the High School and 3 in the Middle School; including the 2 positions which are currently grant-funded) are providing direct, individual school adjustment counseling*  
*SY 2024-2025, 5 full-time school adjustment counselors (3 in the High School and 2 in the Middle School)*

# School Adjustment Counseling Services: *High School*

	IEP	504	General Education	Total # of students/SAC
SAC #1	13	5	4	22
SAC #2	26	11	0	37
SAC #3	18	14	4	36
SAC #4	22	10	2	34
<b>Total:</b>	<b>79</b>	<b>40</b>	<b>10</b>	<b>129</b>
<b>Avg. w/ 3 SACs</b>	<b>26</b>	<b>13</b>	<b>3</b>	<b>43</b>

*SY 2023-2024, 7 full-time school adjustments counselors (4 in the High School and 3 in the Middle School; including the 2 positions which are currently grant-funded) are providing direct, individual school adjustment counseling*  
*SY 2024-2025, 5 full-time school adjustment counselors (3 in the High School and 2 in the Middle School)*



# FY25 Budget

## Multi Purpose Facility Technician (MPFT) Position

- **Current Staffing**

- Three (3) 1<sup>st</sup> Shift MPFTs
  - 6:00AM to 2:00PM Monday thru Friday
  - Of which, one (1) position is currently funded thru the ESSER III Grant until 9/30/24
  - The Grant funded position was removed from the FY21B amid COVID Budget pressures
- Two (2) 2<sup>nd</sup> Shift MPFTs
  - 2:00PM to 10:00PM Monday thru Friday
- Up to an additional 24 hours per week of Weekend Facility Use covered by MPFT Overtime

- **Scope of Support**

- ~400,000+ square feet of facilities
- ~25+ acres of grounds and fields
  - Including ~15 acres of athletic fields
  - Snow removal of parking lots, side walks, stairs including plowing, shoveling, sanding, etc.
- Routine/Emergency repairs & Preventative Maintenance (PM)
  - Plumbing, Electrical, Carpentry, Flooring, Drywall, Painting, Landscaping, etc.
- School-day, After School, Evening, and Weekend Facility Use support (104 hours of operations / week)

- **Areas most “at risk” of service disruptions with a 20% reduction in Staffing**

- Athletics, snow removal, and weekend facility use.

- **See Job Description**



# FY25 Budget

## IT Technician Position

- **Current Staffing**
  - Three (3) 1<sup>st</sup> Shift IT Technicians
    - 7:00AM to 3:00PM Monday thru Friday
    - Of which, one (1) position is currently funded thru the ESSER III Grant until 9/30/24
    - The Grant funded position was removed from the FY21B amid COVID Budget pressures
  - One (1) 2<sup>nd</sup> Shift IT Technician
    - 2:00PM to 10:00PM Monday thru Friday
- **Scope of Support**
  - 3,000+ District-owned devices including ~1,000 Chromebooks added during COVID
  - 1,000+ Student-owned devices
  - 300 staff; including contractors, substitutes, & food service personnel
  - 200 WiFi Network access points and cabling
  - 200 classroom projectors and cabling
  - 265 VoIP Phones and 20 mobile phones
  - 50+ software licenses & applications
  - 500+ work order tickets “closed” annually per Technician
  - School-day, After School, and Evening support (75 hours of operations / week)
- **Areas most “at risk” of service disruption with a 25% reduction in Staffing**
  - Classroom/teacher support, and school-day events.
- **See Job Description**



# FY25 Budget

## Requests not included in the Recommendation

<b>Category 1:</b>		<b>New Faculty Positions including Stipended Positions</b>	
<b>Submitted by:</b>	<b>Position Description</b>		<b>Est Cost</b>
N/A	N/A		\$ -
		<b>Subtotal:</b>	<b>\$ -</b>
<b>Category 2:</b>		<b>New Administrative/Support Positions</b>	
<b>Submitted by:</b>	<b>Position Description</b>		<b>Est Cost</b>
C&I	Director of Communications	\$	100,000
C&I	Benefits cost for new Director position	\$	8,517
MS	PT Admin Asst. for Main Office	\$	18,379
HS	JV 2 Cheerleading Coach	\$	3,747
HS	Varsity Assistant Cheerleading Coach	\$	3,747
HS	Varsity Assistant Football Coach	\$	5,412
HS	DECA Assistant Advisor #2		3,331
		<b>Subtotal:</b>	<b>\$ 143,133</b>



# FY25 Budget

## Requests not included in the Recommendation

<b>Category 3:</b>		<b>New Instructional Program Costs</b>	
<b>Submitted by:</b>	<b>Cost Description</b>		<b>Est Cost</b>
<i>C&amp;I</i>	Professional Development	\$	50,000
<i>HS</i>	JV2 Cheerleading Expenses	\$	1,300
	<b>Subtotal:</b>	<b>\$</b>	<b>51,300</b>
<b>Category 4:</b>		<b>Extraordinary One-time Costs</b>	
<b>Submitted by:</b>	<b>Cost Description</b>		<b>Est Cost</b>
<i>Finance &amp; Operations</i>	Athletic & Co-Curricular User Fee Reduction	\$	137,500
<i>HS</i>	Dual Mode Document Camera (17)	\$	4,981
	<b>Subtotal:</b>	<b>\$</b>	<b>142,481</b>
	<b>TOTAL:</b>	<b>\$</b>	<b>336,914</b>



# FY25 Budget

## Capital Plan

Discuss Next Steps





# FY25 Budget

## Budget Topics for Future Meetings

- Future Meeting Dates
  - March 11<sup>th</sup> (if needed)
    - Budget Deliberations
  - March 13<sup>th</sup> (if needed)
    - Budget Deliberations
  - March 18<sup>th</sup> (if needed)
    - Budget Deliberations
  - March 20<sup>th</sup>
    - Budget Deliberations
    - Adopt FY25 Budget
    - Authorize Debt (if needed)



# FY25 Budget Calendar

OCTOBER 20, 2023	FY25 BUDGET KICK-OFF MEMO DISTRIBUTED TO MRSD BUDGET HOLDERS
OCTOBER 23, 2023	DISTRICT SUBMITS JULY 1, 2023 E & D TO MA DOR FOR CERTIFICATION
NOVEMBER 3, 2023	DISTRICT DISTRIBUTES OCTOBER 1, 2023 RESIDENT STUDENT ENROLLMENT TO TOWNS
NOVEMBER 8, 2023	MA DOR CERTIFIES DISTRICT'S JULY 1, 2023 E & D
NOVEMBER 29, 2023	FY25 BUDGET MEETING WITH TOWN OFFICIALS #1
JANUARY 17, 2024	FY25 BUDGET RECOMMENDATION PRESENTED TO THE SCHOOL COMMITTEE
JANUARY 31, 2024	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS
FEBRUARY 7, 2024	FY25 BUDGET MEETING WITH TOWN OFFICIALS #2
FEBRUARY 14, 2024	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS
FEBRUARY 16, 2024	DISTRICT MAILES TENTATIVE FY25 BUDGET TO TOWN OFFICIALS
FEBRUARY 28, 2024	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS
MARCH 6, 2024	SCHOOL COMMITTEE HOLDS FY25 BUDGET PUBLIC HEARING
MARCH 6, 2024	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS
MARCH 11, 2024 (MON)	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS (IF NEEDED)
MARCH 13, 2024 (WED)	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS (IF NEEDED)
MARCH 18, 2024 (MON)	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS (IF NEEDED)
MARCH 20, 2024	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS
MARCH 20, 2024	SCHOOL COMMITTEE ADOPTS FINAL FY25 BUDGET
MARCH 20, 2024	SCHOOL COMMITTEE AUTHORIZES DEBT FOR CAPITAL PROJECTS (IF NEEDED)
MARCH 22, 2024	DISTRICT PROVIDES WRITTEN NOTICE OF DEBT AUTHORIZATION TO BOARDS OF SELECTMAN (IF NEEDED)
APRIL 12, 2024	DISTRICT TREASURER CERTIFIES FY25 BUDGET WITH TOWNS
MAY 2024	ANNUAL TOWN MEETINGS



# FY25 Budget

The following slides have been included as reference material (not for presentation)

# FY25 Budget – Assessment Overview Updated

<b>Total Expenditures</b>		<i>Actual FY23</i>	<i>Adopted FY22</i>	<i>Adopted F23</i>	<i>Adopted F24</i>	<i>Proposed F25</i>	<i>Chg \$</i>	<i>Chg %</i>
General Operating Expenses (before Offsets)		39,778,581	38,530,480	39,770,354	42,571,783	43,278,201	706,419	1.7%
Less Expense Offsets		2,294,060	1,809,991	2,195,972	2,814,097	2,770,663	(43,434)	-1.5%
General Operating Expenses (after Offsets)		37,484,521	36,720,489	37,574,382	39,757,686	40,507,538	749,853	1.9%
Capital Costs including Debt Service Expense		792,750	1,582,000	792,750	449,050	0	(449,050)	-100.0%
	<b>Total Expenditures</b>	<b>\$38,277,271</b>	<b>\$38,302,489</b>	<b>\$38,367,132</b>	<b>\$40,206,736</b>	<b>\$40,507,538</b>	<b>\$300,803</b>	<b>0.7%</b>
<b>Total Funding Sources</b>		<i>Actual FY23</i>	<i>Adopted FY22</i>	<i>Adopted FY23</i>	<i>Adopted FY24</i>	<i>Proposed FY25</i>	<i>Chg \$</i>	<i>Chg %</i>
<b>State Aid</b>								
Chapter 70		\$5,354,919	\$5,253,339	\$5,304,129	\$5,403,309	\$5,498,979	\$95,670	1.8%
Transportation Reimbursement		743,838	588,428	669,987	701,305	698,918	(2,387)	-0.3%
MSBA Debt Service Reimbursement		1,291,498	1,291,498	1,291,498	-	-	0	0.0%
Charter School Tuition Reimbursement		36,905	12,385	5,978	31,456	45,441	13,985	44.5%
<b>Local Receipts</b>								
Interest Income		192,108	48,000	12,000	12,000	190,000	178,000	1483.3%
Fees Collected		41,357	34,000	34,000	34,000	34,000	0	0.0%
Miscellaneous Receipts		26,001	10,000	10,000	10,000	10,000	0	0.0%
Excess and Deficiency		551,844	361,567	551,844	1,126,968	453,619	(673,349)	-59.7%
Fund Transfers In		566,655	747,901	566,655	467,500	467,500	0	0.0%
<b>Federal Aid</b>								
Medicaid Reimbursement		131,416	24,000	33,933	33,933	33,933	(0)	0.0%
E Rate Reimbursement		0	0	0	0	0	0	0.0%
	<b>Total Funding Sources</b>	<b>\$8,936,541</b>	<b>\$8,371,118</b>	<b>\$8,480,024</b>	<b>\$7,820,471</b>	<b>\$7,432,390</b>	<b>(\$388,081)</b>	<b>-5.0%</b>
<b>Net Assessment including Deb Service</b>		<i>Actual FY23</i>	<i>Adopted FY22</i>	<i>Adopted FY23</i>	<i>Adopted FY24</i>	<i>Proposed FY25</i>	<i>Chg \$</i>	<i>Chg %</i>
Total Expenditures		38,277,271	38,302,489	38,367,132	40,206,736	40,507,538	300,803	0.7%
Less Total Funding Sources		(8,936,541)	(8,371,118)	(8,480,024)	(7,820,471)	(7,432,390)	(388,081)	-5.0%
	<b>Total Net Assessment including Debt</b>	<b>\$29,340,730</b>	<b>\$29,931,371</b>	<b>\$29,887,107</b>	<b>\$32,386,264</b>	<b>\$33,075,148</b>	<b>\$688,884</b>	<b>2.1%</b>
<b>Operating Assessment</b>		<b>\$29,839,478</b>	<b>\$29,640,869</b>	<b>\$30,385,855</b>	<b>\$31,937,214</b>	<b>\$33,075,148</b>	<b>\$1,137,934</b>	<b>3.6%</b>
<b>Capital Assessment including Debt Service</b>		<b>(\$498,748)</b>	<b>\$290,502</b>	<b>(\$498,748)</b>	<b>\$449,050</b>	<b>\$0</b>	<b>(\$449,050)</b>	<b>100.0%</b>

# FY25 Budget

## Assessment by Town - Updated

<b>BOXFORD</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 10,773,426	\$ 11,131,422	\$ 11,917,575	\$ 12,316,713	\$ 399,138	3.3%
Capital Assessment incl Debt Service	\$ 105,545	\$ (183,169)	\$ 167,451	\$ -	\$ (167,451)	100.0%
<b>Total Assessment</b>	<b>\$ 10,878,971</b>	<b>\$ 10,948,253</b>	<b>\$ 12,085,026</b>	<b>\$ 12,316,713</b>	<b>\$ 231,687</b>	<b>1.9%</b>
<b>MIDDLETON</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 10,473,077	\$ 10,477,590	\$ 10,896,460	\$ 11,047,213	\$ 150,753	1.4%
Capital Assessment incl Debt Service	\$ 102,490	\$ (171,693)	\$ 150,162	\$ -	\$ (150,162)	100.0%
<b>Total Assessment</b>	<b>\$ 10,575,567</b>	<b>\$ 10,305,897</b>	<b>\$ 11,046,622</b>	<b>\$ 11,047,213</b>	<b>\$ 591</b>	<b>0.0%</b>
<b>TOPSFIELD</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 8,394,366	\$ 8,776,843	\$ 9,123,180	\$ 9,711,223	\$ 588,043	6.4%
Capital Assessment incl Debt Service	\$ 82,467	\$ (143,887)	\$ 131,437	\$ -	\$ (131,437)	100.0%
<b>Total Assessment</b>	<b>\$ 8,476,833</b>	<b>\$ 8,632,957</b>	<b>\$ 9,254,617</b>	<b>\$ 9,711,223</b>	<b>\$ 456,606</b>	<b>4.9%</b>
<b>DISTRICT TOTALS</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 29,640,869	\$ 30,385,855	\$ 31,937,215	\$ 33,075,148	\$ 1,137,933	3.6%
Capital Assessment incl Debt Service	\$ 290,502	\$ (498,748)	\$ 449,050	\$ -	\$ (449,050)	100.0%
<b>Total Assessment</b>	<b>\$ 29,931,371</b>	<b>\$ 29,887,107</b>	<b>\$ 32,386,265</b>	<b>\$ 33,075,148</b>	<b>\$ 688,883</b>	<b>2.1%</b>

NOTE: FY25 Preliminary Cherry Sheets and FY25 Preliminary Chapter 70 Aid and Net School Spending Requirements dated 1/24/24 have been used to compile this Updated Recommendation.



# FY25 Budget

## Major Expense Category Analysis (before Offsets)

Expense Category	FY25 Budget		FY24 Budget		VS PR YR		
	Tot \$	% of Tot	Tot \$	% of Tot	Chg \$	Chg %	
Salaries	\$ 24,426,066	56.4%	\$ 23,764,733	55.8%	\$661,333	2.8%	✓
Out-of-District Tuition	\$ 5,109,344	11.8%	\$ 5,527,600	13.0%	(\$418,256)	-7.6%	✓
Insurance Benefits (Active and Retired)	\$ 5,203,800	12.0%	\$ 5,047,709	11.9%	\$156,091	3.1%	✓
Maintenance (non-salary)	\$ 1,820,096	4.2%	\$ 1,724,573	4.1%	\$95,523	5.5%	✓
Transportation - Regular Ed	\$ 1,247,883	2.9%	\$ 1,326,855	3.1%	(\$78,972)	-6.0%	✓
Retirement Contribution	\$ 1,261,171	2.9%	\$ 1,262,086	3.0%	(\$915)	-0.1%	✓
Transportation - Special Ed	\$ 985,376	2.3%	\$ 921,465	2.2%	\$63,912	6.9%	✓
MIS & Instructional Technology (non-salary)	\$ 580,110	1.3%	\$ 610,881	1.4%	(\$30,771)	-5.0%	✓
High School Athletics (non-salary)	\$ 495,853	1.1%	\$ 465,829	1.1%	\$30,024	6.4%	✓
High School Materials, Supplies, & Resources	\$ 526,921	1.2%	\$ 458,513	1.1%	\$68,407	14.9%	✓
Student Services Consultants & Svc Providers	\$ 405,431	0.9%	\$ 319,949	0.8%	\$85,482	26.7%	✓
Property, Liability & WC Insurance	\$ 274,924	0.6%	\$ 246,486	0.6%	\$28,438	11.5%	✓
Middle School Materials, Supplies, & Resources	\$ 212,660	0.5%	\$ 199,502	0.5%	\$13,158	6.6%	✓
Business, Finance & HR (non-salary)	\$ 173,981	0.4%	\$ 164,259	0.4%	\$9,722	5.9%	✓
School Choice & Charter School Sending Tuition	\$ 188,283	0.4%	\$ 188,141	0.4%	\$142	0.1%	
Professional Development (non-salary)	\$ 88,790	0.2%	\$ 86,040	0.2%	\$2,750	3.2%	
Crisis Response & Security (non-salary)	\$ 82,893	0.2%	\$ 82,893	0.2%	\$0	0.0%	
Legal Services	\$ 65,220	0.2%	\$ 65,220	0.2%	\$0	0.0%	
Unemployment	\$ 24,000	0.1%	\$ 24,000	0.1%	\$0	0.0%	
All Other	\$ 105,399	0.2%	\$ 85,049	0.2%	\$20,350	23.9%	✓
<b>Totals:</b>	<b>\$ 43,278,201</b>	<b>100.0%</b>	<b>\$ 42,571,783</b>	<b>100.0%</b>	<b>\$706,419</b>	<b>1.7%</b>	