

Berlin-Boylston Regional School District
Berlin and Boylston, Massachusetts



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Business Office Report to the Berlin-Boylston Regional School Committee
School Committee Meeting
January 9, 2023

Dear School Committee Members:

I am writing to report on the following items for tonight's meeting.

Business Office Update:

Excess and Deficiency Filing

The MA Department of Revenue's Division of Local Services still needs to complete its review of the Excess and Deficiency Filing. Paperwork has been submitted, and we are waiting for their review.

Food Services- Update on Whitson's

Whitson's started after our break on January 2nd. We have had three days with them in service at the time of this writing. They are introducing new items slowly, so our food service staff can be trained. They introduced protein packs in elementary schools, which seem very popular. Last week, they aimed to provide an expanded variety at Tahanto, with hamburgers, pizza, salads, and daily meals. Tahanto is taking a little more time to prepare its distribution layout due to its size and offerings, but overall, they are progressing in the right direction. I met our new Food Service Director, Rob, and he seems wonderful, very engaged, and excited about growing Whitson's within our district. The feedback from the students is very positive.

5-Year Capital Plan:

Dan, Paul, and I created a five-year capital plan. You have already reviewed our three-year capital plan; I will highlight any changes and additions for FY25. Please let me know if you have any questions beyond this year.

Berlin Memorial Elementary:

The additional bus was taken out for **\$59,400**. Our sub-committee felt that it wasn't a necessary expense at this point. The students are getting to and from school within the legally allotted time, and with all the additional costs we are asking for, this wasn't a priority.

Walkie-talkies have been added to all three schools. We originally had these in the general budget, and after meeting with the Berlin Finance Committee, we were recommended to move them to the capital plan.

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The intercom System was removed, as it had to be replaced this fiscal year, and we were fortunate to have remaining funds in the flat roof project for this current year's capital plan to fund this project. The final cost will be around **\$29,000**.

There was a line item to re-finish the gym floor for **\$4,100**. This was taken off as this is an expense that the recreational department covers.

The rest of the capital items have remained the same for FY25.

Boylston Elementary:

Updates to the bathrooms. Initially, we had requested that the bathroom be entirely gutted and re-done. After further conversation with our facility director, we have decided to keep the tile on the walls and floor, have them power washed, and keep the toilets, as they are in good condition. We are recommending that the partitions and sinks be replaced. This changed the requested amount from **\$157,000 to \$75,000**.

We added more detail to the line item for Playground Equipment. We put in a Communication Board, Inclusive Swings, STEM Playground Activity, and a Sensory Panel. The cost has remained the same.

We have moved the two Hot Water Heater replacements to FY27 per the recommendation of the Facility Director.

We moved the parking lot paving to FY26.

We removed the plumbing repair in the bathrooms for **\$7,000**, as this is an item we should be able to repair in this year's budget.

We added a new fence to be installed around the playground for **\$10,000**. This will be needed if we move our preschool program to Boylston Elementary.

It has recently come to our attention that there isn't any heat in the kitchen. There is heat in the cafeteria. We are waiting for a quote for the cost of this project. Depending on the price, this might have to wait until FY25. For now, we have heaters, and when the stoves are turned on, the kitchen does warm up reasonably well.

The rest of the capital items have remained the same as in your prior review.

Tahanto MS/HS

The floor scrubber has been taken off. We had it repaired, and a new one is no longer needed.

The storage unit has been moved to FY26.

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HVAC Controls have been added for **\$55,000**. They are outdated and need to be replaced.

We added a line item for Athletic Field Renovations. The fields need to be regraded, loomed, and aerated, and a sample needs to be taken so the right products are used. The cost is unknown at this time, and we hope to have this updated within the next month.

Quarterly Budget Review

District-wide, our spending aligns with where it should be as of December 2023. Each school has some line items that need budget transfers for yearly adjustments. I will review these transfers for items over **\$5,000** unless they cross over each school, I will list them lower. Please note that as I go through the figures, they are all rounded.

I included a new forecast for Circuit Breaker through the end of this year. The expenses changed slightly due to changes in our Out of District Tuitions at this point in time. Right now we are forecasted to have approximately \$345,000 remaining at the end of FY24.

Berlin Elementary:

With the closing of the FY24 budget, the BMS budget was increased due to new special education students in this school. At that time, programming wasn't in place for these students, so a monetary placeholder was put into the budget. Because of this, we have a large budget transfer. **\$224,000** was taken from the Out District Tuition line item, and **\$200,000** was moved to contracted special education paraprofessionals.

Decrease **\$28,000** in the Kindergarten para professional line item, as no Kindergarten Para Professional is being utilized now.

Decrease **\$18,000** for classroom teachers, moved to Special Education Teachers for **\$21,000**. This is all due to movement within personnel that occurs year to year.

Increase **\$10,000** to the Business Office personnel line item for the additional position.

Increase to the Principal Secretary line item for **\$5,000** as her salary wasn't fully negotiated at the close of the FY24 budget.

Increase to out-of-district private schools for **\$16,000** due to adjustments within special education.

Decrease **\$11,000** in special education paraprofessionals, as some are contracted and not hired within the district.

Increase in Landscaping for **\$9,000**, included work that was not budgeted.

Decrease in Special Education Transportation by **\$8,600** due to changes in Out District Tuition.

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Increase in Unemployment by **\$7,000** due to more claimants than we budgeted.

Decrease of **\$5,000** to the Assistant to the Director of Finance line item due to movement.

Decrease of Supplies by **\$5,000** for need.

Increase in Contracted Nurses by **\$5,000** for need.

Increase to Superintendent Contracted Services for **\$3,000** for a mentor for the Superintendent Ex. Assistant.

Boylston Elementary School:

Increase to our School Adjustment Counselor for **\$39,000** for need.

Decrease to Special Education and District Wide Transportation for **\$34,000** due to movement within special education.

Decrease to classroom teachers for **\$25,000** due to movement within personnel.

Decrease to our Special Education Paraprofessional for **\$23,000** due to hiring additional from our contracted line item.

Increase in Unemployment by **\$12,000** due to more claimants than we budgeted.

Increase of **\$10,000** to the Business Office personnel line item for the additional position.

Increase by **\$9,000** for the contracted nurse for need.

Increase to supplies for **\$6,000** for need.

Decrease of **\$5,000** to the Assistant to the Director of Finance due to the movement of personnel.

Increase to the principal consulting for **\$5,000** due to our new principal's need for a mentor.

Increase to Superintendent Contracted Services for **\$3,000** for a mentor for the Superintendent Executive Assistant.

Tahanto Middle School/High School

Increase our Private School Out-of-District line item by **\$190,000** due to movement within special education.

Decrease our Collaborative Out of District Line item by **\$201,000** due to movement within special education.

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Decrease Special Education Teachers by **\$104,000**, and was transferred to Special Education Contracted Services for **\$104,000**, we hired through an outside service.

Decrease to Special Education Transportation for **\$43,000**.

Increase to Athletic Transportation for **\$20,000** due to insufficient funds to cover this in Athletic Revolving.

Increase of **\$19,000** to the Business Office personnel line item for the additional position.

Decrease Classroom Substitutes for **\$17,000** and was transferred to Special Education Home Medical Services for **\$17,000**.

Decrease of Special Education Para Professionals for **\$14,000** due to movement with personnel.

Increase principal consulting for **\$12,000** for mentors for our new administrators.

Decrease of **\$11,000** to the Assistant to the Director of Finance line item due to movement of personnel.

Decrease of Professional Development Mentor Stipend of **\$10,000** due to insufficient need.

Decrease to copier/printers for **\$10,000**; pricing came in lower than expected.

Increase to Landscaping for **\$9,000** due to our Athletic Fields needing additional maintenance.

Increase to our unemployment line item for **\$9,000** due to more claimants than budgeted.

Decrease to our Ext. The maintenance Line Item for **\$7,000** was moved to Landscaping.

Increase to Superintendent Contracted Services for **\$6,000** for a mentor for the Superintendent Executive Assistant.

Increase to Art Supplies for **\$5,000**.

Increase to General Supplies for **\$5,000**.

Increase to Tutor for Literacy for **\$5,000**.