



JERICHO SCHOOL DISTRICT

BUDGET 2006-07

WORKSHOP # 1

Codes: 1000, 7000, 8000



Budget Review Calendar

January 12

**Overview and Review of
Codes 1000, 7000, 8000**

January 26

**Review of Codes 2010, 2020,
2070, 2250, 2610, 2810, 2815,
2820, 2825, 2850, 2855, 5000**

February 9

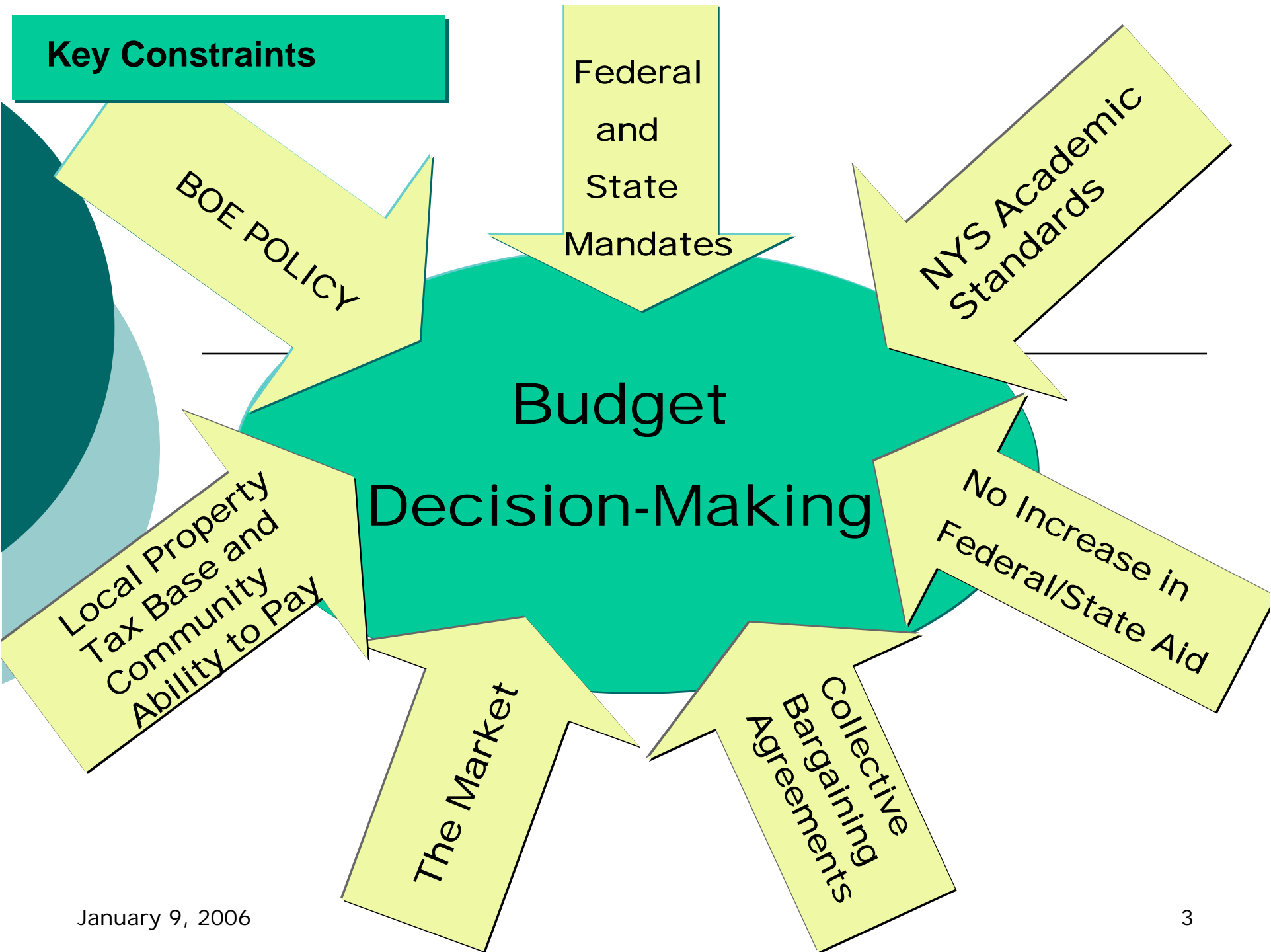
Codes 2110, 2630, 9000


March 9

**Full Budget Review of
Revenues and Expenditures**

March 23

Adoption of Budget by BOE





Constraints on Budget Expenditure Decisions Can Be Divided into Four Major Categories

- State and Federal mandates and the educational imperatives that flow from these mandates.
- Collective bargaining agreements with administrators, teachers and support staff as negotiated that define salary, benefits, work hours and teaching workload.
- The “market”, which within a narrow range determines the price of human and material resources used by the school district, and the level of programs and services we must provide to remain competitive as a community, as well as the tax burden the community is willing to bear.
- Board of Education policy, and other Board of Education decisions, usually reflecting educational judgment and community desires. Board policy imposes “soft” constraints – ones which are modifiable by board action.



State and Federal Law Prescribe Some Requirements Precisely

- N.Y.S. minimum of 180 days of instruction per year
- N.Y.S. requires a minimum of 22 high school credits to graduate with a Regular Regents Diploma (18.5 of which are mandated in the core subjects), or 22 credits for an Advanced Regents Diploma (20.5 of which are mandated in the core subjects).
- N.Y.S. K-12 Academic Standards
- Federal Individuals with Disabilities Education Act (“IDEA”) establishes standards for a Free and Appropriate Public Education (“FAPE”) for students classified under IDEA.
- Services for students with Limited English Proficiency
- No Child Left Behind Act (“NCLB”) legislation requires that N.Y. schools switch from being accountable for general education students passing at specific rates to being accountable for all students by NCLB-defined subgroups passing at specific rates.



State and Federal Mandates Extend to Many Aspects of Employment


Particularly, Collective Bargaining Agreements

- N.Y.S. Tenure laws
- N.Y.S. Employer-Employee Relations Act specifies the framework within which collective bargaining with public employees must occur, including specification of which terms and conditions of employment are subject to collective bargaining.
- N.Y.S. determines the level of local contributions to pension funds.
- Federal Fair Labor Standards Act
- Family and Medical Leave Act



The Market Acts As An Invisible But Real Force In Determining The Prices We Pay For Goods And Services.

- Teachers and administrators bargain with knowledge of what other districts pay.
- Failure to stay within the market range for salaries will, over time, result in an inability to attract and retain staff at all levels.
- Healthcare premiums, commercial insurance, energy costs, construction services, transportation costs, out-of-district placements, etc., are all subject either to negotiation or low-bid requirements, but the market establishes their “price-floor”—which is beyond our control.



It's Important To Understand Both The Extent and Limits of Financial Information Required by Regulation

- School districts in New York State must keep their books and records and present their budgets in strict accordance with state regulations, which in turn adhere to national standards.
- Budgets are prepared in line-item fashion, according to a Chart of Accounts which is specified by the N.Y.S. Department of Education.
- The public budget contains much detail. The Chart of Accounts categorizes expenditures Fund/Program/Function/Object.
- Line-item budgets are helpful to accountants in tracking and summarizing financial events and for comparability from one year to the next or from one district to another.



Line-Item Budgets Have Limitations.

- Because:
 - You can't tell how much money goes to which specific services delivered to which specific students.
 - You can't tell how many people a given salary line represents, or what their actual salaries are or precisely what they do.
 - From the line-item itself the source of a variance in that line is not really discernable and you can't really explain from the line-item itself the main drivers of an increase from one year to the next.

- You can determine the information based on other knowledge or on other calculations. For example, you can examine board resolutions and see which personnel are appointed to which positions in which schools.

- However, from the Audit and the Uniform System of Accounts, there can be confidence that expenditures recorded in a particular account are complete and accurate and that the purposes to which the money was put conform to the set of uses defined by the state.



Line-Item Budgets Are Not Especially Helpful To Policymakers Grappling With Budget Trade-offs

- Some experts characterize line-item budgets as creating an instructional “blob” because it’s difficult to tell which resources are included on which line and it’s also difficult to tell whether increases or decreases represent changes in the quantity of resources allocated or changes in the price of those resources.
- Simpler presentations of the financial data in forms other than the official financial statements may be helpful in understanding where the money goes (what people and material resources are involved) and why certain costs go up (disentangling changes in the price of resources from changes in quantity).
- However, simpler presentations must be verifiable and must reconcile to the financial statements. They must also be completed using a consistent set of cost concepts according to a clear set of rules and accepted accounting practice.
- Any cost analysis is the activity of measuring efficiency, effectiveness and utility of the service or product. It provides guidelines and illustrations on the impact of potential budget decisions and is the basis for understanding budget tradeoffs.



Why is Cost Analysis So Hard To Do?

- There is no defined, well-established, systematic way to trace the allocation of employee time spent in the delivery of the hundreds of programs/services which students receive.
- Nor is there an accepted, well-established way to measure and allocate all of the “indirect” costs (administration; heat, light, a/c; building maintenance; materials and supplies; sanitation; etc.) that are essential to the delivery of a service. Nor is there a clear picture of which of those indirect costs are fixed or variable.
- With semi-manual data manipulation it is possible to extract some of this data, but current accounting software doesn’t provide us an automated way to do it.
- Therefore whenever you define a different view of the data - a Resource-Cost View, – you must extract the data from the accounting system and also keep it RECONCILED since the underlying accounting data changes on a daily basis.



Concepts of Cost Analysis

- Cost analysis is the combined process of defining a service, establishing the volume of the service, settling on the relevant cost concept to address the perceived problem, and determining the cost of some alternative to the existing service delivery pattern.
- Total Cost vs. Net Cost: Elimination of a program/service does not always result in saving the total cost of that service. One must look at net costs when making specific budget decisions. A change in service delivery may trigger some new expense. Net costs take into account all factors.
- Marginal Cost: The cost of adding or removing the last unit of a program is usually smaller than the average unit cost of one unit of the program.
- Actual Cost vs. Average Cost: When considering the cost of employees especially, one must be clear which cost concept is relevant. The actual cost of a specific employee is of course different than the average cost for all employees, or even the average for all employees in a particular category.
- Allocated Cost: Some costs are direct and visible, others are indirect and are posted in a different part of the budget. When considering the cost of a resource, one must allocate the indirect costs in a way that allows one to understand the Total Cost of the resource. Employee benefits are one example. According to the Chart of Accounts, they are posted to the Benefits section of the budget, and need to be considered in any cost analysis that considers the relative costs of program alternatives or program elimination.



Cost Analyses

Completed Annually or Periodically

- Transportation Routing including cost per student mile of alternative bus routing/scheduling approaches and Cost for district-run routes versus contracted routes
- Comparative program costs per-pupil level of scheduling efficiency in use of secondary staff
- Insurance risk management, i.e. life, dental, disability, property and liability
- Elementary school class size analysis and staffing requirements
- Overtime for buildings and grounds and the projects accomplished compared to contracted services
- Staffing Full Time Employees (FTE) and student ratios per building to ensure level and effective programming for all students
- Cost for telephone and data line services
- Technology Department comparison of contracted services versus “in-house” services
- Costs per building for the Financial Forums, using specific costs for staffing but average costs for benefits and other operational costs
- Student Placements for Children with Special Needs



Review of Line Item Codes

Codes 1000, 7000, 8000

1000 CODES

BOARD OF EDUCATION

				2000-2001	2001-2002	2002-03	2003-04	2004-05	2005-06	2006-07
Account Codes				Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	ST-3	Budget	Budget
Board of Education										
1010	410	00	0000	Memberships	11,751	14,742	20,193	16,241	18,029	19,950
1010	430	00	0000	Expenses	345	1,455	165	1,739	1,400	1,500
1010	475	00	0000	Meetings/Conferences	8,825	11,658	9,343	12,267	12,261	13,125
1010	479	00	0000	Other Miscellaneous	1,800	1,384	2,371	1,026	680	2,000
1010	501	00	0000	Materials and Supplies	800	2,033	840	1,809	796	1,500
Subtotal - Board of Ed.					23,521	31,272	32,912	33,082	33,166	37,000
										38,075

Memberships: NY State School Boards, Nassau Suffolk, Scope

Conferences: NY State School Boards, Regular School Board Meetings, Special Receptions

District Clerk and District Meetings

					2000-2001	2001-2002	2002-03	2003-04	2004-05	2005-06	2006-07
				District Clerk	Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	ST-3	Budget	Budget
1040	160	00	0000	Non-Instructional Salaries	310	0	0	557		600	
1040	469	00	0000	Legal Notices	2,415	2,106	1,717	4,723	1,704	5,000	2,500
1040	501	00	0000	Supplies and Materials	348	257	526	561	355	600	630
				Subtotal - District Clerk	3,073	2,363	2,243	5,841	2,059	6,200	3,130
				District Meetings							
1060	433	00	0000	Registration / Voting Exp.	1,680	1,895	900	2,875	1,000	1,000	1,000
1060	449	00	0000	Registration / Voting Exp.	3,150	2,100	4,410	4,210	3,797	5,000	5,000
1060	469	00	0000	Contractual Expenses	15,010	14,913	8,258	5,156	4,156	6,000	6,000
1060	490	00	0000	Contractual Expenses				10,500	7,194	10,700	10,000
1060	501	00	0000	Supplies and Materials	735	781	447	561	800	1,000	1,000
				Subtotal - District Meetings	20,575	19,689	14,015	23,302	16,947	23,700	23,000

Implementation of computerized data base
 Additional expenses in 2003 due to change of budget vote date by NYS.



CENTRAL OFFICE PERSONNEL SERVICES

SUPERINTENDENT

- Secretary to Supt. (1.0)
Clerical (.5)

ASST. SUP'T PERSONNEL

- Clerical (2.8)

ASST. SUP'T BUSINESS

- Asst Bus. Mgr./Treasurer
Principal AC (1.0)
Account Clerks (5.0)
Clerk (1.0)

Superintendent, Legal, Public Information 1240, 1420, 1480

Account Codes				Account Name	2000-2001	2001-2002	2002-03	2003-04	2004-05	2005-06	2006-07
				Superintendent's Office	Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	ST-3	Budget	Budget
1240	100	00	0000	Personnel Services	288,104	279,309	299,780	328,081	349,512	344,527	363,603
1240	220	00	0000	Equipment	383	450	632	105	710	1,200	1,260
1240	465	00	0000	Repairs and Maintenance	1,012	1,675	1,256	2,135	107	2,500	2,500
1240	475	00	0046	Meetings/Conferences	3,000	3,676	3,610	4,264	10,498	7,000	10,000
1240	501	00	0000	Supplies and Materials	6,285	8,060	5,962	8,068	8,029	8,200	9,000
Total - Supt Office					298,784	293,170	311,240	342,653	368,856	363,427	386,363
				Legal Services							
1420	400	00	0000	Legal Service	111,791	96,208	64,261	107,680	86,696	155,000	155,000
1420	400	00	0000	Legal Service- Other Attorneys	0	0	15,730		0		-
Subtotal - Legal Service					111,791	96,208	79,991	107,680	86,696	155,000	155,000
				Public Information Service							
1480	160	00	0000	Personnel Services				53,125	79,500	81,230	85,292
1480	200	00	0000	Equipment				1,769		1,000	1,000
1480	406	00	0000	Contractual Expenses	88,304	58,297	79,371	19,346			
1480	449	00	0000	Contractual Expenses	37,500	49,979	45,215	44,472	42,117	60,000	45,000
1480	473	00	0000	Postage	56,618	57,020	62,208	64,475	48,639	75,000	55,000
1480	490	00	0000	BOCES							
Subtotal - Public Info. Service					182,422	165,296	186,794	183,187	170,256	217,230	186,292

Postage: Mailings, Newsletters and MS/HS Brochures

1000 CODES--FINANCE

						2000-2001	2001-2002	2002-03	2003-04	2004-05	2005-06	2006-07
						Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	ST-3	Budget	Budget
					Finance-Business Admin							
1310	100	00	0000		Personnel Services	583,816	542,617	597,874	606,793	646,417	691,102	721,479
1310	200	00	0000		Equipment	1,293	1,200	0	1,153	0	1,300	1,300
1310	465	00	0000		Repairs and Maintenance	1,966	1,925	1,513	2,240	5,514	4,200	5,000
1310	473	00	0000		Postage	37,753	41,482	44,409	43,843	45,823	50,130	50,000
1310	475	00	0000		Meetings/Conferences	1,401	2,050	1,225	1,625	2,533	2,200	2,310
1310	490	00	0000		BOCES Payroll & Finance	67,257	92,206	71,006	70,733	73,500	85,032	89,284
1310	501	00	0000		Supplies and Materials	20,693	11,744	21,946	21,755	20,291	25,000	25,000
					Subtotal - Fin. & Bus. Admin.	714,179	693,224	737,973	748,142	794,078	858,964	894,373
					Auditing							
1320	160	00	0000		Non-Instructional Salaries							
1320	400	00	0000		Consulting Services	14,700	15,400	16,300	21,000	44,650	54,000	74,000
					Subtotal - Auditing	14,700	15,400	16,300	21,000	44,650	54,000	74,000

Auditing fee includes cost for new State Regulations-three audit functions
 Other Postage in 1430
 BOCES: Payroll, Accounting, Purchasing

PERSONNEL 1000 CODES--STAFF

					2000-2001	2001-2002	2002-03	2003-04	2004-05	2005-06	2006-07
				Personnel	Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	ST-3	Budget	Budget
1430	100	00	0000	Personnel Services	237,750	256,548	318,156	360,918	396,107	410,182	430,691
1430	220	00	0000	Equipment	1,118	1,200	1,133	0	0	1,000	1,000
1430	449	00	0000	Other Professional Technical Service	1,000	1,035	2,150	2,046	6,349	6,500	6,500
1430	465	00	0000	Repairs and Maintenance	1,423	356	204	1,000	0	1,500	1,500
1430	469	00	0000	Legal Notices	54,101	47,167	73,774	33,006	743	15,000	4,000
1430	473	00	0000	Postage	1,600	506	1,000	111	500	1,000	1,000
1430	475	00	0000	Meetings/Conferences	1,500	1,180	1,200	698	1,475	1,500	1,500
1430	476	00	0000	Expenses	3,010	7,085	6,509	3,654	4,742	6,000	6,300
1430	490	00	0000	BOCES	2,375	10,725	8,176	44,252	58,486	90,000	94,500
1430	501	00	0000	Supplies and Materials	10,679	10,723	4,279	6,600	2,118	9,000	8,000
				Subtotal - Personnel	314,556	336,525	416,581	452,285	470,520	541,682	554,991

Legal Notices: Advertising NY Times moved to BOCES

BOCES: Pentamation Personnel, Teacher Certification, Fingerprinting, Advertising



OPERATIONS & MAINTENANCE PERSONNEL SERVICES CUSTODIAL

HIGH SCHOOL
MIDDLE SCHOOL

- Head custodian,
night custodian,
maintenance (2)
cleaners (17)

Elementary

Seaman
Jackson
Cantiague

- Head custodian,
custodian,
cleaners (3)
cleaners (3.5)
cleaners (3.5)



OPERATIONS & MAINTENANCE PERSONNEL SERVICES

Maintenance

Superintendent of Buildings and Grounds

Clerical	(3.0)	(includes switchboard operator)
Maintenance Men	(5.0)	
Messenger	(1.5)	
Groundsmen	(6.0)	

Includes overtime, snow removal, and summer help.

OPERATIONS & MAINTENANCE

				Operation & Maintenance		Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	ST-3	Budget	Budget
1620	160	00	0000	Non-Instructional Salaries-Custodial		1,818,906	1,869,412	2,041,181	2,191,607	2,093,158	2,361,917	2,480,012
1620	453	00	0000	Contracted Services		525,965	159,646	73,967	81,592	72,195	130,000	100,000
1620	454	00	0000	Fuel Oil		170,725	8,985	40,272	22,826	13,495	85,000	89,250
1620	457	00	0000	Electric - Gas		865,367	688,558	755,469	892,619	999,327	1,016,000	1,137,440
1620	458	00	0000	Water		37,816	8,683	6,122	5,071	5,024	20,000	20,000
1620	459	00	0000	Telephone		333,165	182,770	228,870	204,287	165,865	205,000	170,000
1620	500	00	0000	Supplies & Materials		78,942	97,322	89,013	107,128	109,337	110,000	115,500
				Subtotal Operation & Maint.		3,830,886	3,015,376	3,234,894	3,505,130	3,458,401	3,927,917	4,112,202
				Maintenance of Plant								-
1621	160	00	0000	Non-Inst. Salaries Maintenance		917,656	837,367	932,027	957,371	1,059,508	1,263,498	1,326,673
1621	240	00	0000	Replacement Equipment		102,682	61,588	30,554	174,008	82,389	50,000	50,000
1621	280	00	0000	Replacement Furniture		25,490	15,719	31,383	38,513	3,439	35,000	35,000
1621	465	00	0000	Repairs and Maintenance		109,555	139,739	120,965	120,906	125,407	170,000	170,000
1621	466	00	0000	General Maintenance		59,685	54,631	101,685	74,361	56,406	80,000	80,000
1621	467	00	0000	Improvement of Buildings--DW				120,476	358,047	233,889	275,000	375,000
1621	467	00	0000	Improvement of Buildings		413,839	423,851	177,882		0	125,000	75,000
1621	468	00	0000	Other Contractual Services		206,266	84,793	101,315	95,316	72,565	130,000	130,000
1621	543	00	0000	Grounds Supplies		52,877	26,340	25,845	29,180	25,857	40,000	40,000
1621	544	00	0000	Building Maintenance Supplies		52,180	37,349	64,450	57,725	57,933	75,000	75,000
1621	545	00	0000	Miscellaneous Supplies		6,415	2,850	0				-
1621	551	00	0000	Automotive Supplies		29,382	10,043	13,986	30,774	29,387	32,000	35,000
1621	552	00	0000	Maintenance Supplies		80,749	66,298	81,324	49,645	64,578	80,000	80,000
				Subtotal Maintenance of Plant		2,056,776	1,760,568	1,801,892	1,985,846	1,811,358	2,355,498	2,471,673

Decrease in expenditures for Service Contracts
 Supplies and materials for building projects increased due to "in-house" projects
 Gas and Electric increased due to price increase



OPERATIONS & MAINTENANCE CONTRACTUAL SERVICES

1620.453 Contractual Service
Service Contracts

\$100,000

- Security, patrol service
- Outside contractors
- Elevator service

1621.468 Contractual Service

\$130,000

- Oil burners, clock system
- Fire alarm systems
- Heating controls
- Public address system
- Gym folding doors
- Gym equipment
- Garbage, snow

1621.465 Contractual Services
Repairs and Maintenance

\$170,000

- Repairs and Projects/plumbing, electrical

1621.466 Contractual Services

\$80,000

- General maintenance, \$10,000 per building and \$30,000 district wide



OPERATIONS & MAINTENANCE

Materials and Supplies

1620.500 Materials & Supplies

\$115,500

- Custodial, pool supplies, uniforms

1621.500 Materials & Supplies

\$80,000

- Supplies for general repairs
\$10,000 per building and
\$30,000 district wide

1621.544 Building Maintenance

\$75,000

- Supplies for upkeep of buildings
\$10,000 per building and
\$25,000 district wide

1621.543 Grounds Supplies

\$40,000

- Sand, salt, fertilizer, athletic
fields, landscape



OPERATIONS & MAINTENANCE EQUIPMENT

1621.240 Equipment

\$50,000

- Custodial Equipment--Dry vacs, floor cleaning machine


1621.280 Furniture

\$35,000

- Replacement of classroom furniture district wide as needed

OPERATIONS & MAINTENANCE

Improvement of Buildings




1621.467 Building
Improvements

District wide

- | | |
|-------------------------------------|-----------|
| ○ Pool Roof | \$300,000 |
| ○ Pointing of Brick
on Buildings | \$75,000 |

OPERATIONS & MAINTENANCE

Improvement of Buildings



1621.467 Building
Improvements

\$15,000

HIGH SCHOOL

Improvements recommended by
building Principal

- Screens \$ 5,000
- Classroom Floors \$10,000

OPERATIONS & MAINTENANCE

Improvement of Buildings



1621.467 Building

Improvements

\$15,000

Middle School

Improvements recommended by building principal

- Screens (Phase 2) \$ 3,000
- Upgrade electrical in Science 5,000
- Student storage Art 2,500
- Reconfigure Classrooms 4,500

OPERATIONS & MAINTENANCE

Improvement of Buildings



1621.467 Building
Improvements

\$15,000

Jackson

Improvements recommended by
building principal

- | | |
|---------------------|---------|
| ○ Skylights Hallway | \$6,000 |
| ○ Screens (Phase 3) | 5,000 |
| ○ Carpeting (K) | 4,000 |

OPERATIONS & MAINTENANCE

Improvement of Buildings



1621.467 Building
Improvements

\$15,000

Cantiague

Improvements recommended by
building principal

- Refinish Wood in Main Lobby \$ 5,000
- Upgrade Nurse's Office 10,000

OPERATIONS & MAINTENANCE

Improvement of Buildings



1621.467 Building
Improvements

\$15,000

Seaman

Improvements recommended by
building principal

- | | |
|---------------------------|----------|
| ○ Screens (Phase 2) | \$ 5,000 |
| ○ Carpeting Library | 6,500 |
| ○ Carpeting (other rooms) | 3,500 |

COMMUNITY SERVICE

					2000-2001	2001-2002	2002-03	2003-04	2004-05	2005-06	2006-07
				Community Services	Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	Exp (ST-3)	ST-3	Budget	Budget
7310		00	0000	Recreation Program	3,420		25,007	14,306	6,808	14,500	15,225
8060	501	00	0000	Civic Activities	88,372	72,510	71,504	69,074	68,109	97,300	97,300
8070	490	00	0000	Census	395	7,000	3,898	4,250	4,000	8,100	8,000
				Total - Community Services	92,187	79,510	100,409	87,630	78,917	119,900	120,525

Oyster Bay Recreational Program, Cultural Arts Program,
Community Swim Program

COMMUNITY SERVICE



7310. Recreation Program

\$15,225

- Intramural Program
- Materials and Supplies

8060. Civic Activities


\$97,300

- Use of pool by community
- Cultural Arts Program
 - Salaries
 - Materials and supplies

8070. Census

\$8,000

- BOCES services



Budget Workshop #2

January 26, 2006

Cantiague 7:45 PM

**Review of Codes: 2010, 2020, 2070,
2250, 2610, 2810,
2815, 2820, 2825,
2850, 2855, 5000**



JERICHO SCHOOL DISTRICT BUDGET 2006-07

The information in this document will be presented at Budget Workshop #1 on Thursday, January 12, at the Middle School Library at 7:30PM. At that time Dr. Joan L. Colvin, Assistant Superintendent for Business Affairs will review this information with the Board of Education.

The information is compiled from budget excel worksheets and the best manner to view the numbers presented is to view the slides in the slide presentation form. Click Slide Show in the lower right hand corner to begin the slide presentation. To progress from slide to slide simply press the space bar.

You may print a copy of the presentation by clicking the print symbol or you may obtain a copy from the business office after January 9, 2006. Please call 203-3600 Extension 3214.