



**MINUTEMAN**  
HIGH SCHOOL REVOLUTIONIZED

# **Fiscal Year 2024 Proposed Budget**

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**Non-Discrimination.** Minuteman Regional Vocational Technical School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, or gender identity in its programs or activities, including its admissions and employment practices. The School district does not tolerate harassment or discrimination. An individual has been designated to coordinate compliance under Title IX and Section 504 and may be contacted through the Superintendent's Office, 758 Marrett Road, Lexington MA 02421, (781) 861-6500, ext. 7360

## DISTRICT LEADERSHIP

SCHOOL COMMITTEE			
Acton	<b>Pam Nourse, Chair</b>	Lancaster	TBD
Arlington	Michael Ruderman	Lexington	Judith Crocker
Bolton	Erika Elzey	Needham	Jeffrey Stulin
<b>Concord</b>	<b>Steve Ledoux, Vice Chair</b>	<b>Stow</b>	<b>Alice DeLuca, Secretary</b>
Dover	Ford Spalding		
ADMINISTRATION LEADERSHIP TEAM		DEPARTMENT & CLUSTER LEADS	
Superintendent-Director	Dr. Kathleen A. Dawson	Trades and Transportation Pathway Lead	Al St. George
Assistant Superintendent	Amy Perreault, Ed.D.	Engineering and Production Pathway Lead	Allison Barry
Principal	George Clement	Agriculture, Environmental and Life Sciences Pathway Lead	Sarah Ard
Assistant Principal	Brian Tildsley	Health, Hospitality and Human Service Pathway Lead	Cynthia DeMaio
Director of Teaching and Learning Innovations and Admissions	Anthony Chiariello	Communication Media Pathway Lead	Drew O'Connors
Director of Career and Technical Education	Kathleen Bouchard	English	Greg Donovan
Assistant Director of Career and Technical Education	Eugene DiPaolo	Humanities	Connie Maynard
Director of Communications	Daniel O'Brien	Mathematics	John Fusco
Assistant Superintendent of Operations and Facilities	Richard Ikonen	Science	Eric Marshall
Business Manager	Nikki Andrade	Special Education	Ashley Pisapia
Director of Information Technology	Victor Woodroffe	Special Education	Michael Guarino
Executive Director, Minuteman Technical Institute	Nancy Houle, Ph.D	Guidance	Diane Dempsey

# EXECUTIVE SUMMARY

## **FY24 Budget – Overview**

The Minuteman Regional Vocational Technical School District FY24 Budget funds the health and safety of students and staff, access to high-quality career and technical education (CTE), and seeks to invest in increasing student capacity.

**Enrollment:** Minuteman’s member district applications have continued to increase every year for the last four years. Member district applications have provided large freshman classes each year. The freshman class for the Class of 2026 was the first class with 100% member town enrollment. In September of 2020, Minuteman surpassed the 85% capacity design enrollment of 628. Minuteman welcomed a total of 634 students in September of 2020, 655 in September of 2021 and 692 in September of 2022. We are on track for an estimated 734 students in September of 2023.

It is very likely that some member towns' students and all nonmember town students will be on a waiting list to attend Minuteman in the Fall of 2023. A limited number of transfer students from regional vocational schools outside the district may be accommodated, but this is unknown until later in the current school year and only if a seat becomes available and there are no in-district students on the waiting list.

The district is planning to increase student capacity in an effort to decrease waiting lists and provide all eligible member towns' students access to high quality career and technical education. It is the commitment of the current school committee and administration to achieve this added capacity with NO additional borrowing. Consistently funding the Capital Stabilization Account is a key strategy to reach this goal.

With a shift in enrollment to almost all in-district students, there is a parallel decrease in the non-member student tuition and capital fee revenue received. For the past 30 years, Minuteman has used this revenue to reduce member town assessments. With the current member town enrollment trend, Minuteman projects that non-member revenue will not exist by FY26. The FY24 Budget reflects year two of this three year transition to member towns fully funding the operations and debt obligations of the district. Within the next couple years, in-district enrollment should level out, balancing out the four-year rolling average for enrollment.

**MSBA Project Debt Service:** Minuteman worked with the Massachusetts Department of Elementary and Secondary Education (DESE) to establish a per-student capital fee from non-member districts. Similar to non-member tuition noted above, Minuteman applies the revenue from the capital fees to offset MSBA project debt assessments to our member towns. As noted above, this will likely end in FY26. In FY24, we will use “prior year” fees only, collected and not expended in FY23 to reduce the debt service costs to member towns.

Seven of the nine member towns supporting the MSBA construction project (Acton, Arlington, Bolton, Concord, Dover, Lancaster, and Stow) voted a Proposition 2 ½ debt exclusion override to fund their assessment share of the project. The other two member towns (Lexington and Needham) are funding debt through their general funds.

## EXECUTIVE SUMMARY

**MSBA Project Debt Service (Continued):** The FY24 budget only includes a small amount of potential principal and interest as Minuteman closes out the Massachusetts School Building Authority (MSBA) School Building Project. This will be finalized once Minuteman gets their final reimbursement from MSBA in the Fall of 2023.

The FY24 budget debt service decreased \$62,875 (a 1.11% decrease over the previous year's debt service).

**Instructional Expenses:** FY24 will include an increase of 3.0 FTE Teachers in the areas of Math, Engineering/Robotics and Animal Science. This increase is necessary to support the needs of the students, increased student enrollment and the next stage in the roll out of a new vocational program. This budget supports 19 program majors, including our Animal Science program approved by DESE in 2020.

**Facilities Expenses:** Facilities management continues to require significant monitoring and assessment as we live in our new building. Due to the school closure and then a COVID hybrid model, we have not had a typical year of utility usage data to project expenses accurately. We are projecting estimated increases in the FY24 budget to be conservative. The new facility has a computer-based management system that will help us track and project utility usage once we have completed a "normal" year in FY22. A 250kwh photo-voltaic system was installed and came online the Fall of 2021. We are continuing to track power production and consumption and fully expect this system to have a positive impact but that will not be fully known until FY24 budget planning is underway.

The administration is committed to proactively maintaining the facility to exceed its design life of 50 years. This FY24 budget includes costs associated with maintenance contracts for new equipment and systems, as well as continuing to outsource our nighttime cleaning staff. FY24 represents the fifth year of this outsourced model.

The FY24 budget supports the management of Minuteman's three (3) new synthetic turf fields and associated assets.

**Other Fiscal Matters:** Transportation and health insurance are two areas where we will see increases in our expenses. The FY24 transportation contract has a 5% CPI increase. Health insurance expenses will increase due to the increase in staffing, as well as estimated increase in rates. Minuteman is a member of the Mass Bay Health trust, which is projecting "reasonable" increases in rates, although this preliminary budget is conservative and projecting a 10% increase as of January 17, 2023.

# BUDGET PRINCIPLES AND PRIORITIES

## **FY24 Budget Outlook**

This budget protects student and staff health, provides access to high quality career and technical education (CTE) and seeks to increase student capacity to reduce member students on waiting lists. Enrollment has shifted and the trend will result in a 100% in-district student enrolled school by FY26. This has always been the objective of the investment in the new school building.

## **FY24 Budget Priorities**

Instructional delivery and professional development to support our academy model is an ongoing priority. Minuteman is organized around two (2) academies; Engineering, Construction and Trades Academy (11 Program Majors) and the Life Sciences and Services Academy (8 Program Majors). Once a student majors in the middle of the 9th grade, they stay in their career major through grade 12. This promotes a more personalized and supportive learning environment and develops strong relationships between students, their peers, and teachers.

Academies integrate the rigorous academic courses with relevant career and technical courses organized around a career theme. Traditional courses are combined with occupation-related classes that focus on the academy's career theme. Students take other elective classes outside the career academy structure. Career academies establish partnerships with local employers to strengthen connections between school and work, and to provide students with a range of career development and work-based learning opportunities. Academies are characterized by strong working relationships among teachers, business partners, students, and parents. These core elements have been demonstrated to improve attendance, grade point average (GPA), college acceptance, job placement, and higher graduation rates.

**9th Grade Math and English:** We will be entering our 15th year of a dedicated 9th grade counselor, and the delivery of daily English and Math classes to all freshmen (instead of the week on/week off schedule). This has had a positive impact on student performance.

**Math Support:** Minuteman will continue to offer rigorous college preparatory level academics to all students. Given the number of students requiring accommodations in their academic programs and MCAS math results, we are strengthening math support in academics and career and technical education programs.

**Career and Technical Programs and Staffing:** The Academies are characterized by strong working relationships among teachers, business partners, students and parents. The district has been successful over the last five years in obtaining equipment grants of approximately \$2.5M which helped launch the Advanced Manufacturing program, enhance programs such as Metal Fabrication & Welding, equip our warehouse space with state-of-the-art logistics and engineering equipment and our growing Animal Science program.

In FY24, the Animal Science and Robotics/Automation and Engineering program development continues. Minuteman has also budgeted for specific occupational program uniforms, material and equipment increases due to the state of the economy, as well as student credentialing and testing costs that were previously covered by grants.

**Special Education:** Minuteman has one of the highest percentage of students receiving Special Education services of any public high school in Massachusetts. Approximately 37.5% of the students at Minuteman are receiving services. The state average is less than 18%. Our co-teaching model and small group support has helped our students improve MCAS results and post-graduation success.

## BUDGET PRINCIPLES AND PRIORITIES

Minuteman continues to support the social, emotional, and mental health of all students with the student support professionals who provide direct care, small group work, and classroom-based interventions and supports. Professional development for all staff has been provided around student's social and emotional health and wellbeing. The Student Learning Center is available to assist students with section 504 accommodation plans, and those students who have been identified and needing multi-tiered supports. The Student Learning Center provides students time to receive customized support on their academics with special educators. Minuteman has relationships with community partners that are able to provide mental health support to our students and families.

**Admissions, Recruitment, Enrollment, and Retention:** The Admissions Office continues its efforts to sustain member town and overall student enrollment. 100% of the class of 2026 are member town students. Despite only nine member towns (down from 16 towns prior to the revised regional agreement), applications from in-district towns are at an all-time high. The Admissions and Communications Office has been responsive in coordinating information sessions, social media, print, and direct marketing, along with in-person events. The Admissions Office is focusing on increasing enrollment in underrepresented member towns, while working to amplify the success stories of its alumni to change the narrative around CTE. Our message remains consistent with the focus of attracting and retaining "the right student, in the right program, for the right reason."

**Instructional Technology:** The proposed budget continues to address the necessary components to support the upgrading and use of technology. This budget continues the *one to one laptop* program in place for the past 7 years. A goal of this budget is to advance the use of technology to enhance digital learning and support secure operations. Minuteman uses Office 365 school-wide which embraces the cloud-based use of software and data storage.

**Senior Project and Portfolios:** All students at Minuteman will complete a senior project and portfolio prior to graduation. The senior project is a professional crafted presentation of student's technical knowledge and research skills. The presentation is given to their classmates, instructors, and experts from industry. Portfolios document 4 years of student's accomplishments at Minuteman highlighting their academic success, career training, extracurricular activities, and awards. These two projects prepare students with necessary skills to successfully enter the workforce.

**Schoolwide Safety & Security:** Our facility includes a state-of-the-art single point entry system. This office is staffed throughout the school year both during the school day and in the evenings. Each person who visits the campus must pass through our central door and be processed through our ID credentialing system.

## HIGHLIGHTS

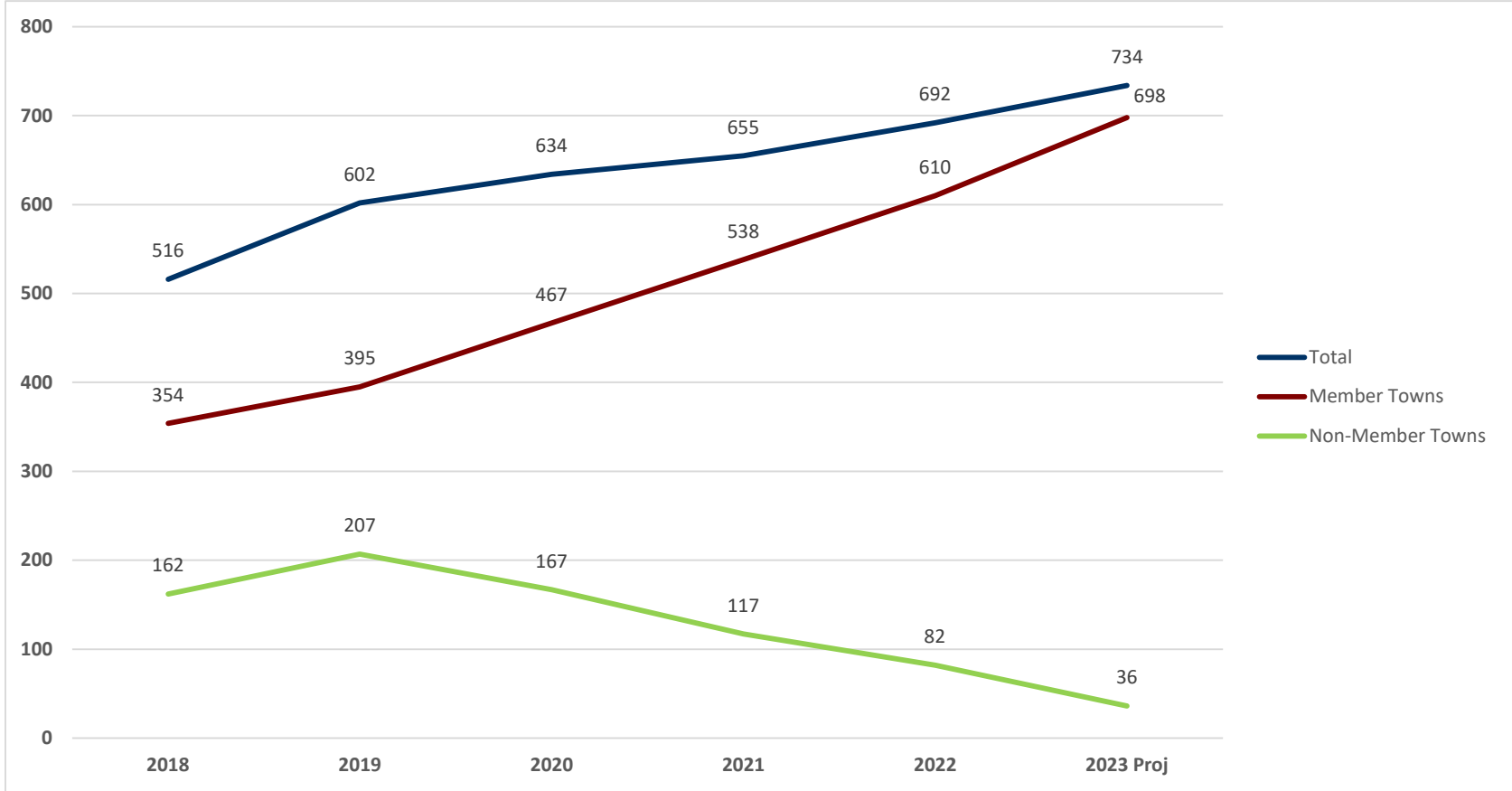
CLASS OF 2022 ACHIEVEMENTS
Class of 2022 - 56% college bound, 39% career bound, 3% advanced technical training and 2% other.
100% of the Early Education and Care students achieved the Mass. Department of EEC Certification in Pre-School and Infant Toddler and American Red Cross Adult/Pediatric-First Aid/CPR/AED.
100% of Environmental Technology students received their OSHA 10 Construction, Safety and Health certification, 33% of the students received OSHA 40 HAZWOPER, and 66% received First Aid/CPR certification.
100% of the Class of 2022 Biotechnology students were American Red Cross CPR/BLS and OSHA 10 certified.
100% of Welding students received their OSHA 10 certification and 86% of Welding students received their Hot Work Safety certification.
80% of Culinary Arts/Hospitality students passed the ServSafe Food Handler Certification and 90% received their OSHA 10 Construction or General Industry certification.
100% of Horticulture students passed their OSHA 10 Construction, Safety and Health certification.
100% of Health Assisting students are certified in CPR/First Aid and OSHA 10 Construction, Safety and Health.
75% of Cosmetology students have SP/2 Safety Certification and 75% of the students have a Cosmetology license.

GRADUATE PLACEMENT								
	2015	2016	2017	2018	2019	2020	2021	2022
<b>Number of Graduates</b>	170	149	166	127	115	121	138	120
<b>4 Year College</b>	20%	46%	41%	41%	44%	41%	54%	45%
<b>2 Year College</b>	13%	23%	24%	21%	19%	13%	13%	11%
<b>Employed</b>	24%	25%	29%	29%	33%	25%	18%	39%
<b>Military</b>	4%	2%	3%	5%	0%	2%	2%	0%
<b>Advanced Technical Training</b>	13%	3%	2%	3%	3%	2%	10%	3%
<b>Other</b>	11%	1%	1%	1%	1%	6%	1%	2%
<b>Total Positive Placement</b>	74%	99%	99%	99%	99%	83%	98%	98%

COLLEGE AND UNIVERSITY ACCEPTANCES 2022
The Minuteman High School Class of 2022 graduates are attending 40 different colleges and universities. Those institutions include but are not limited to Arizona State, Berklee College of Music, Clemson University, Colorado University, Emerson College, Fitchburg State University, Johnson and Wales, Maine College of Art, Merrimack College, Montana State University, Rochester Institute of Technology, Salem State University, Texas A&M, Tufts University, University of Massachusetts, University of New Hampshire, and Wheaton College.



# TOTAL ENROLLMENT AS OF OCTOBER 1



## APPLICATIONS

Class of	2023	2024	2025	2026	2027
Total Applications	333	390	323	425	353*
Member Towns	223	252	261	309	287*
Non-Member Towns	100	138	62	116	66*

\*: As of 1/17/2023

# HISTORICAL ENROLLMENT OCTOBER 1<sup>st</sup> CENSUS

	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19		FY20	FY21	FY22	FY23	FY24 Proj
TOWN	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018		2019	2020	2021	2022	2023
Acton	23	31	30	21	26	30	33	35	35	32		36	59	78	83	93
Arlington	131	115	139	139	165	152	120	121	115	119		142	170	195	215	248
Bolton	7	10	10	10	11	10	9	11	11	11		13	15	24	33	40
Concord	26	22	18	10	7	16	17	21	18	25		25	25	33	36	49
Dover	1	1	2	2	1	3	2	1	1	0		3	4	3	4	5
Lancaster	27	23	19	22	27	32	39	38	47	47		54	56	49	58	61
Lexington	79	89	68	65	52	42	52	55	52	52		62	71	68	77	87
Needham	17	26	34	27	35	24	25	21	20	21		24	27	31	39	44
Stow	25	29	23	26	22	19	13	16	16	19		36	40	57	65	71
Belmont	38	41	41	34	31	31	26	28	22	28		44**	45	33	21	9
Boxborough	14	16	8	6	5	5	7	4	6	6		6	4	4	2	2
Carlisle	8	5	7	9	12	8	5	4	2	2		3	3	2	2	1
Lincoln	3	4	4	4	6	6	11	8	11	10		8	8	3	1	0
Sudbury	10	18	11	18	22	25	25	22	19	11		14	7	4	3	0
Wayland	19	12	13	12	11	4	2	7	8	7		10	10	6	4	1
Weston	2	3	3	4	4	3	5	7	3	1		3	2	2	0	0
<b>Total Member Towns</b>	<b>430</b>	<b>445</b>	<b>430</b>	<b>409</b>	<b>437</b>	<b>410</b>	<b>391</b>	<b>347</b>	<b>337</b>	<b>354</b>		<b>395</b>	<b>467</b>	<b>538</b>	<b>610</b>	<b>698</b>
<b>Withdrawing Towns</b>								52	49	37		88	79	54	33	13
<b>Non-Member Towns</b>	250	309	355	340	356	332	277	219	182	125		119	88	63	49	23
<b>TOTAL</b>	<b>680</b>	<b>754</b>	<b>785</b>	<b>749</b>	<b>793</b>	<b>742</b>	<b>668</b>	<b>618</b>	<b>568</b>	<b>516</b>		<b>602</b>	<b>634</b>	<b>655</b>	<b>692</b>	<b>734</b>

\*Occupancy of new school facility

\*\*Not included in FY21 Reimbursement Calculations

**In-District until FY17**

**In-District FY18-FY20**

**In-District FY21 and Going Forward**

# FY24 DEBT/CAPITAL ALLOCATION

FY24 - DEBT/CAPITAL ALLOCATION BY PURPOSE				
Purpose	ESCO Lease-Prior to 12/10/2015	Capital/Leases	Sch. Proj. Debt	TOTAL FY24 DEBT/CAPITAL
Copier Leases		60,000		60,000
\$36M Const. Bond - Debt Service Due			1,896,356	1,896,356
\$46M Const. Bond - Debt Service Due			2,762,769	2,762,769
Principal & Interest Payment - ESCO Lease	566,290			566,290
\$1.79M Const. Bond - Debt Service Due		111,950		111,950
\$4.51M Const. Bond - Debt Service Due			288,550	288,550
\$12M Const. Bond - Debt Service Due			571,813	571,813
Stabilization Fund		500,000		500,000
Estimated MSBA Final Borrowing - Principal and Interest			100,000	100,000
Less: Prior Year Capital Fee Revenue			(373,430)	(373,430)
<b>Total - Debt/Capital</b>	<b>566,290</b>	<b>671,950</b>	<b>5,246,058</b>	<b>6,484,298</b>
ALLOCATION OF DEBT/CAPITAL BY TOWN				
<b>Member Towns:</b>				
Acton	66,716	75,722	591,180	733,618
Arlington	172,349	233,118	1,820,001	2,225,468
Bolton	26,210	29,031	226,648	281,889
Concord	28,592	52,259	407,993	488,844
Dover	3,971	12,834	100,195	117,000
Lancaster	46,066	60,992	476,175	583,233
Lexington	61,950	98,512	769,107	929,570
Needham	30,975	47,014	367,049	445,038
Stow	51,625	62,469	487,708	601,803
<b>Towns Withdrawal effective July 1, 2017</b>				
Boxborough	3,971	-	-	3,971
Carlisle	3,971	-	-	3,971
Lincoln	6,354	-	-	6,354
Sudbury	17,473	-	-	17,473
Wayland	5,560	-	-	5,560
Weston	5,560	-	-	5,560
<b>Towns Withdrawal effective July 1, 2020</b>				
Belmont	34,946	-	-	34,946
<b>Total Debt-Capital</b>	<b>566,290</b>	<b>671,950</b>	<b>5,246,058</b>	<b>6,484,298</b>
<p><i>NOTE: Of the 9 member towns, 7 communities have voted an exclusion override (shaded in grey). The other two communities are funding this debt through general funds.</i></p>				

## PRELIMINARY FY24 ASSESSMENT TO MEMBER TOWNS

	Enrollment (Rolling 4 yr. Average)	Estimated Minimum Required Contribution	School Choice	Transportation Assessment	Remaining Operation Assessment	Capital/Debt Service	Total FY24 Assessment	Total FY23 Assessment	Difference
<b>ACTON</b>	65.00	\$ 1,348,307	\$ 22,225	\$ 74,464	\$ 1,106,184	\$ 733,618	\$ 3,284,798	\$ 2,841,323	\$ 443,475
<b>ARLINGTON</b>	181.00	\$ 3,419,797	\$ -	\$ 207,354	\$ 3,080,296	\$ 2,225,468	\$ 8,932,916	\$ 7,947,938	\$ 984,978
<b>BOLTON</b>	20.75	\$ 540,671	\$ -	\$ 23,771	\$ 353,128	\$ 281,889	\$ 1,199,459	\$ 893,714	\$ 305,745
<b>CONCORD</b>	29.75	\$ 612,477	\$ -	\$ 34,082	\$ 506,292	\$ 488,844	\$ 1,641,695	\$ 1,508,544	\$ 133,151
<b>DOVER</b>	3.50	\$ 68,053	\$ -	\$ 4,010	\$ 59,564	\$ 117,000	\$ 248,626	\$ 197,427	\$ 51,199
<b>LANCASTER</b>	54.50	\$ 806,460	\$ -	\$ 62,435	\$ 927,492	\$ 583,233	\$ 2,379,621	\$ 2,185,510	\$ 194,111
<b>LEXINGTON</b>	69.50	\$ 1,310,022	\$ -	\$ 79,620	\$ 1,182,766	\$ 929,570	\$ 3,501,977	\$ 3,223,898	\$ 278,079
<b>NEEDHAM</b>	29.75	\$ 655,050	\$ -	\$ 34,082	\$ 506,292	\$ 445,038	\$ 1,640,461	\$ 1,367,739	\$ 272,722
<b>STOW</b>	50.25	\$ 1,059,989	\$ -	\$ 57,567	\$ 855,165	\$ 601,803	\$ 2,574,523	\$ 2,145,103	\$ 429,420

## 2023-2024 PROPOSED CHANGES

Function	Description	FY23 Budget	FY24 Proposed Budget V2- Supt Request	FY24 Proposed +/- FY23 Budget	% Change	Notes
1110	FUNC: School Committee - 1110	\$ 11,900	\$ 10,700	\$ (1,200)	-10.08%	
1210	FUNC: Superintendent - 1210	\$ 432,909	\$ 231,500	\$ (201,409)	-46.52%	Reclassified 2 FTE's to Proper Function Code 1230 Other District Wide Admin
1230	FUNC: Other District Administr - 1230	\$ 215,500	\$ 566,386	\$ 350,886	162.82%	Reclassified 2 FTE's from Function Code 1210 Supt, plus new initiatives.
1410	FUNC: Business & Finance - 1410	\$ 512,980	\$ 497,882	\$ (15,098)	-2.94%	
1420	FUNC: Personnel & Benefits - 1420	\$ 148,210	\$ 141,332	\$ (6,878)	-4.64%	
1430	FUNC: Legal Services - 1430	\$ 70,000	\$ 100,000	\$ 30,000	42.86%	Projected Increase
1450	FUNC: Districtwide Technology - 1450	\$ 369,351	\$ 435,783	\$ 66,432	17.99%	Increase in Hardware and Software Requests
<b>SUB-TOTAL-1000</b>		<b>\$ 1,760,850</b>	<b>\$ 1,983,583</b>	<b>\$ 222,733</b>	<b>12.65%</b>	
2110	FUNC: DW SPVS Curric Directors - 2110	\$ 631,303	\$ 764,714	\$ 133,411	21.13%	Increase for New Curriculum and Strategic Partnerships
2210	FUNC: Principal/Asst. Pricipal - 2210	\$ 702,311	\$ 746,491	\$ 44,180	6.29%	
2250	FUNC: Building Technology - 2250	\$ 117,700	\$ 116,001	\$ (1,699)	-1.44%	
2305	FUNC: Teaching Services - 2305	\$ 7,315,466	\$ 8,883,982	\$ 1,568,516	21.44%	Placeholder for Teacher Negotiations. Additional 3 FTE's due to increased enrollment for Math, Animal Science and Engineering/Robotics. Reclassification of Function 2310, as noted below.
2310	FUNC: Teachers/Pull-Out Instru - 2310	\$ 752,030	\$ -	\$ (752,030)	-100.00%	Function Code 2310 is not DESE Required. Combined with Function Code 2305 Teachers.
2315	FUNC: Instruction Coordinators/Team Leads - 2315	\$ 15,958	\$ 21,722	\$ 5,763	36.11%	
2320	FUNC: Medical Therapeutic Srvc - 2320	\$ 80,000	\$ 90,000	\$ 10,000	12.50%	
2327	FUNC: Long Term Substitute - 2327	\$ 120,240	\$ 150,000	\$ 29,760	24.75%	Additional Unanticipated Long Term Substitute Funding
2325	FUNC: Substitute - 2325	\$ 30,030	\$ 30,030	\$ -	0.00%	
2330	FUNC: Paraprofess & Assistants - 2330	\$ 202,396	\$ 187,368	\$ (15,028)	-7.43%	
2340	FUNC: Librarians/Media Ctr Dir - 2340	\$ 110,210	\$ 114,619	\$ 4,409	4.00%	
2355-57	FUNC: Professional Development - 2350	\$ 114,919	\$ 61,634	\$ (53,285)	-46.37%	Reduction of IT Professional Development
2410	FUNC: Texts/Multi-Media Adopti - 2410	\$ 37,300	\$ 43,981	\$ 6,681	17.91%	
2415	FUNC: Other Instructional Materials - 2415	\$ 34,971	\$ 40,371	\$ 5,400	15.44%	
2420	FUNC: Instructional Equipment - 2420	\$ 61,370	\$ 71,855	\$ 10,485	17.08%	
2430	FUNC: Instructional Supplies - 2430	\$ 243,497	\$ 260,852	\$ 17,355	7.13%	
2440	FUNC: Other Instruct Services - 2440	\$ 58,946	\$ 113,868	\$ 54,922	93.17%	Proper Budgeting of Health Occupancy Transportation. Increase in All Programs in relation to Field Trips, Dues, and Subscriptions, which had previously been reduced due to COVID
2450-2455	FUNC: Instruc Technology - 2450	\$ 167,006	\$ 98,355	\$ (68,651)	-41.11%	Reduction of Instructional Technology Requests. Grants to Fund the growing Animal Science Program.
2710	FUNC: Guidance/Adjust Counselo - 2710	\$ 891,447	\$ 418,069	\$ (473,378)	-53.10%	Reclassification of Social Workers to Function 2800
2720	FUNC: Testing & Assessment - 2720	\$ 21,000	\$ 26,000	\$ 5,000	23.81%	
2800	FUNC: Psychological Services - 2800	\$ 211,512	\$ 720,585	\$ 509,073	240.68%	Reclassification of Social Workers from Function 2710
<b>SUB-TOTAL-2000</b>		<b>\$ 11,919,613</b>	<b>\$ 12,960,497</b>	<b>\$ 1,040,884</b>	<b>8.73%</b>	

## 2023-2024 PROPOSED CHANGES

Function	Description	FY23 Budget		FY24 Proposed +/- FY23 Budget	% Change	Notes
3200	FUNC: Medical/Health Services - 3200	\$ 174,597	\$ 193,429	\$ 18,832	10.79%	
3300	FUNC: Pupil Transportation - 3300	\$ 1,567,894	\$ 1,435,000	\$ (132,894)	-8.48%	More Accurate Budgeting with Estimated 5% CPI Increase in Bus Contract.
3400	FUNC: Food Services - 3400	\$ 45,000	\$ -	\$ (45,000)	-100.00%	Contribution for Food Services No Longer Needed
3510	FUNC: Athletics Services - 3510	\$ 365,358	\$ 372,808	\$ 7,450	2.04%	
3520	FUNC: Other Student Activities - 3520	\$ 120,788	\$ 113,159	\$ (7,629)	-6.32%	
3600	FUNC: School Security - 3600	\$ 105,450	\$ 87,500	\$ (17,950)	-17.02%	
SUB-TOTAL - 3000		\$ 2,379,087	\$ 2,201,896	\$ (177,190)	-7.45%	
4110	FUNC: Custodial Services - 4110	\$ 275,575	\$ 285,055	\$ 9,480	3.44%	
4120	FUNC: Heating - 4120	\$ 190,000	\$ 215,000	\$ 25,000	13.16%	Projected
4130	FUNC: Utility Services - 4130	\$ 636,300	\$ 680,500	\$ 44,200	6.95%	Projected
4210	FUNC: Maintenance Of Grounds - 4210	\$ 144,000	\$ 171,650	\$ 27,650	19.20%	
4220	FUNC: Maintenance Of Buildings - 4220	\$ 680,251	\$ 668,265	\$ (11,986)	-1.76%	
4230	FUNC: Maintenance Of Equipment - 4230	\$ 26,321	\$ 44,750	\$ 18,429	70.02%	
4400	FUNC: Netwrk & Telecommun - 4400	\$ 247,918	\$ 258,563	\$ 10,645	4.29%	
SUB-TOTAL -4000		\$ 2,200,365	\$ 2,323,783	\$ 123,418	5.61%	
5100	FUNC: Employee Retirement - 5100	\$ 389,370	\$ 440,307	\$ 50,937	13.08%	Per PERAC Funding Schedule
5200	FUNC: Insurance Programs - 5200	\$ 2,401,397	\$ 2,484,032	\$ 82,635	3.44%	Current Enrollment + New FTE's x Estimated 10% Increase
5250	FUNC: Retiree Insurance - 5250	\$ 725,358	\$ 792,000	\$ 66,642	9.19%	Current Enrollment x Estimated 10% Increase for Retiree Health Ins. Total Contribution per recommendation of OPEB Subcommittee, including an additional \$10,000 Each for New 3 FTE's (\$30,000)
5260	FUNC: Other Non-Employ Insuran - 5260	\$ 211,613	\$ 221,500	\$ 9,887	4.67%	
5300	FUNC: Rental/Lease Of Equipment - 5300	\$ 6,000	\$ 13,500	\$ 7,500	125.00%	
5500	FUNC: Other Fixed Charges - 5500	\$ 4,000	\$ 7,500	\$ 3,500	87.50%	
SUB-TOTAL - 5000		\$ 3,737,738	\$ 3,958,839	\$ 221,101	5.92%	
6200	FUNC: Community Service - 6200	\$ 80,000	\$ -	\$ (80,000)	-100.00%	MTI Contribution No Longer Budgeted
SUB-TOTAL - 6000		\$ 80,000	\$ -	\$ (80,000)	-100.00%	
7200	FUNC: Acq & Improve Of Build - 7200	\$ 505,000	\$ 500,000	\$ (5,000)	-0.99%	Consistent Stabilization Fund Contribution \$500,000 for Increased Student Capacity
7300	FUNC: Acq & Improve Of Equip - 7300	\$ 65,000	\$ 60,000	\$ (5,000)	-7.69%	
SUB-TOTAL - 7000		\$ 570,000	\$ 560,000	\$ (10,000)	-1.75%	
8100	FUNC: Debt Retire Principal - 8100	\$ 2,822,229	\$ 2,907,100	\$ 84,871	3.01%	Building Debt
8600	FUNC: Debt Service/Other - 8600	\$ 3,510,742	\$ 3,390,628	\$ (120,114)	-3.42%	Building Debt
SUB-TOTAL - 8000		\$ 6,332,971	\$ 6,297,728	\$ (35,243)	-0.56%	
9300	FUNC: Tuition to Non-Public Schools- 9300	\$ 30,000	\$ 30,000	\$ -	0.00%	
SUB-TOTAL - 9000		\$ 30,000	\$ 30,000	\$ -	0.00%	
TOTAL		\$ 29,010,622	\$ 30,316,325	\$ 1,305,703	4.50%	

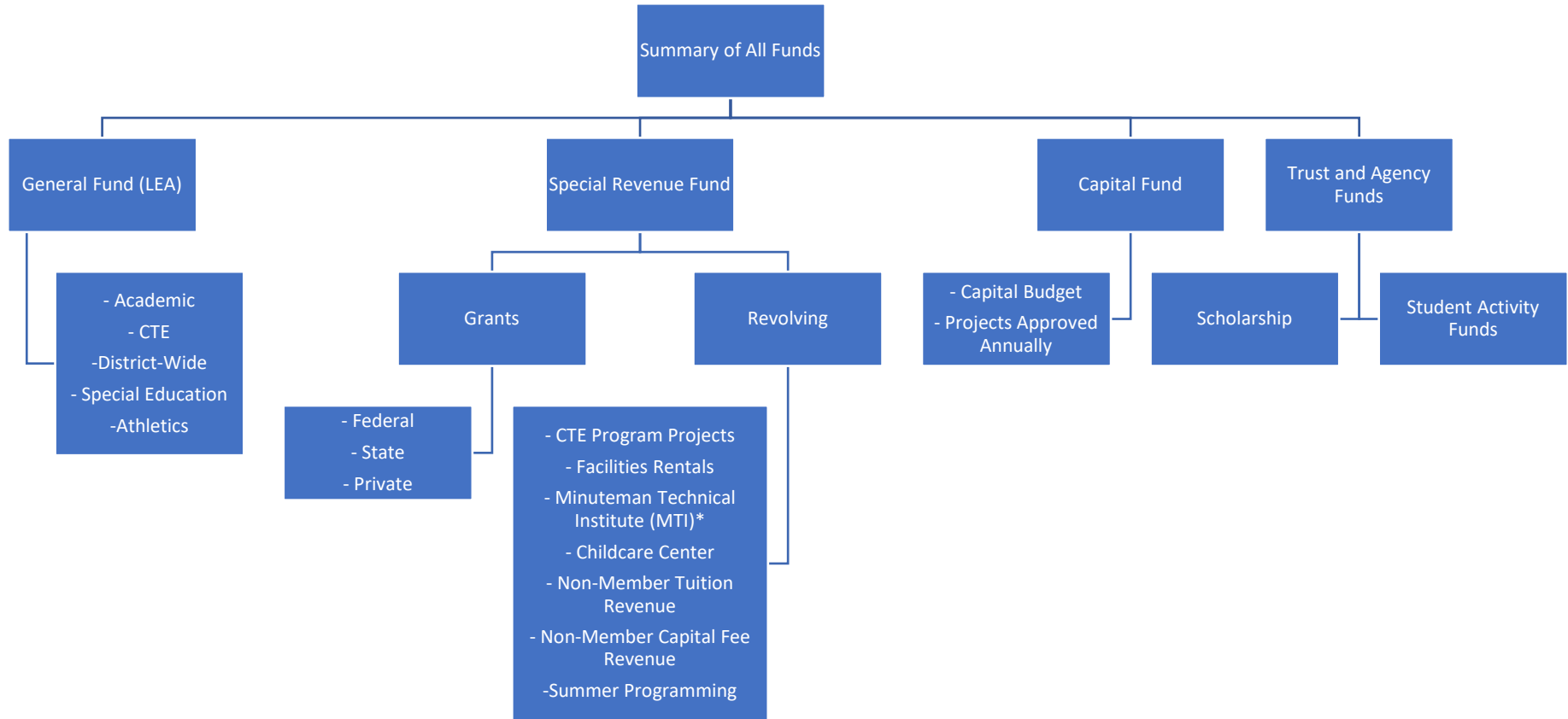


**MINUTEMAN**  
HIGH SCHOOL REVOLUTIONIZED

# Supplementary Financial Information

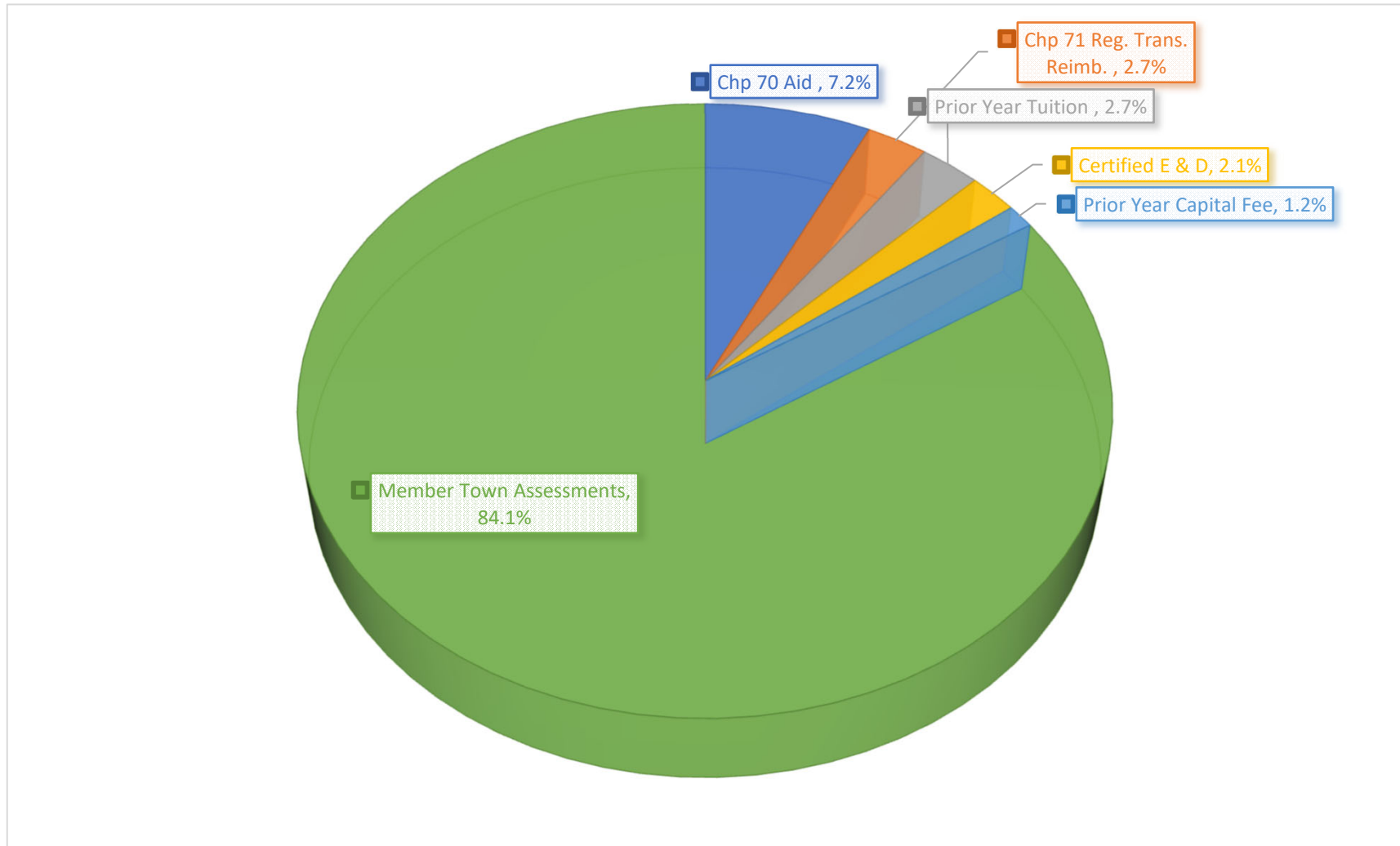


# SUMMARY OF ALL FUNDS



\* See Addendum

## FY24 REVENUE PLAN BY FUNDING SOURCE



## FY23-FY24 REVENUE DIFFERENCE

REVENUE SOURCE	FY2023 BUDGET	FY2024 PROPOSED	FY23-FY24 DIFFERENCE
Assessments	\$22,395,741	\$25,481,911	\$3,086,169
Chapter 70 Aid	\$2,028,744	\$2,197,552	\$168,808
Transportation Reimbursement	\$1,029,441	\$807,615	-\$221,826
Prior Year Tuition	\$1,367,364	\$805,817	-\$561,547
Current Year Tuition	\$950,000	\$0	-\$950,000
E & D Budget Appropriation	\$650,000	\$650,000	\$0
Current Year Nonresident Capital Fee	\$300,000	\$0	-\$300,000
Prior Year Nonresident Capital Fee	\$289,332	\$373,430	\$84,098
<b>TOTAL</b>	<b>\$29,010,622</b>	<b>\$30,316,325</b>	<b>\$1,305,703</b>

## GRANT FUNDING - FY19 TO FY23

GRANT TYPE	FY2019	FY2020	FY2021	FY2022	FY2023
Federal Competitive Grants	\$0	\$0	\$36,000	\$90,429	\$228,641
Federal Entitlement Grants**	\$535,771	\$564,871	\$568,332	\$565,907	\$601,023
Federal CvRF and ESSER Grants	\$0	\$0	\$367,311	\$773,668	\$0
TOTAL FEDERAL GRANTS RECEIVED	\$535,771	\$564,871	\$971,643	\$1,430,004	\$829,664
State Competitive Grants	\$558,200	\$0	\$300,000	\$1,475,000	\$2,159,000
State Coronavirus Prevention Grant	\$0	\$0	\$20,050	\$0	\$0
TOTAL STATE GRANTS RECEIVED	\$558,200	\$0	\$320,050	\$1,475,000	\$2,159,000
TOTAL GRANT FUNDS RECEIVED	\$1,093,971	\$564,871	\$1,291,693	\$2,905,004	\$2,988,664

\*\*Federal Entitlement Grants are enrollment driven.  
 (Perkins Funding used for Salary, Equipment and Professional Development)

## CAPITAL STABILIZATION FUND

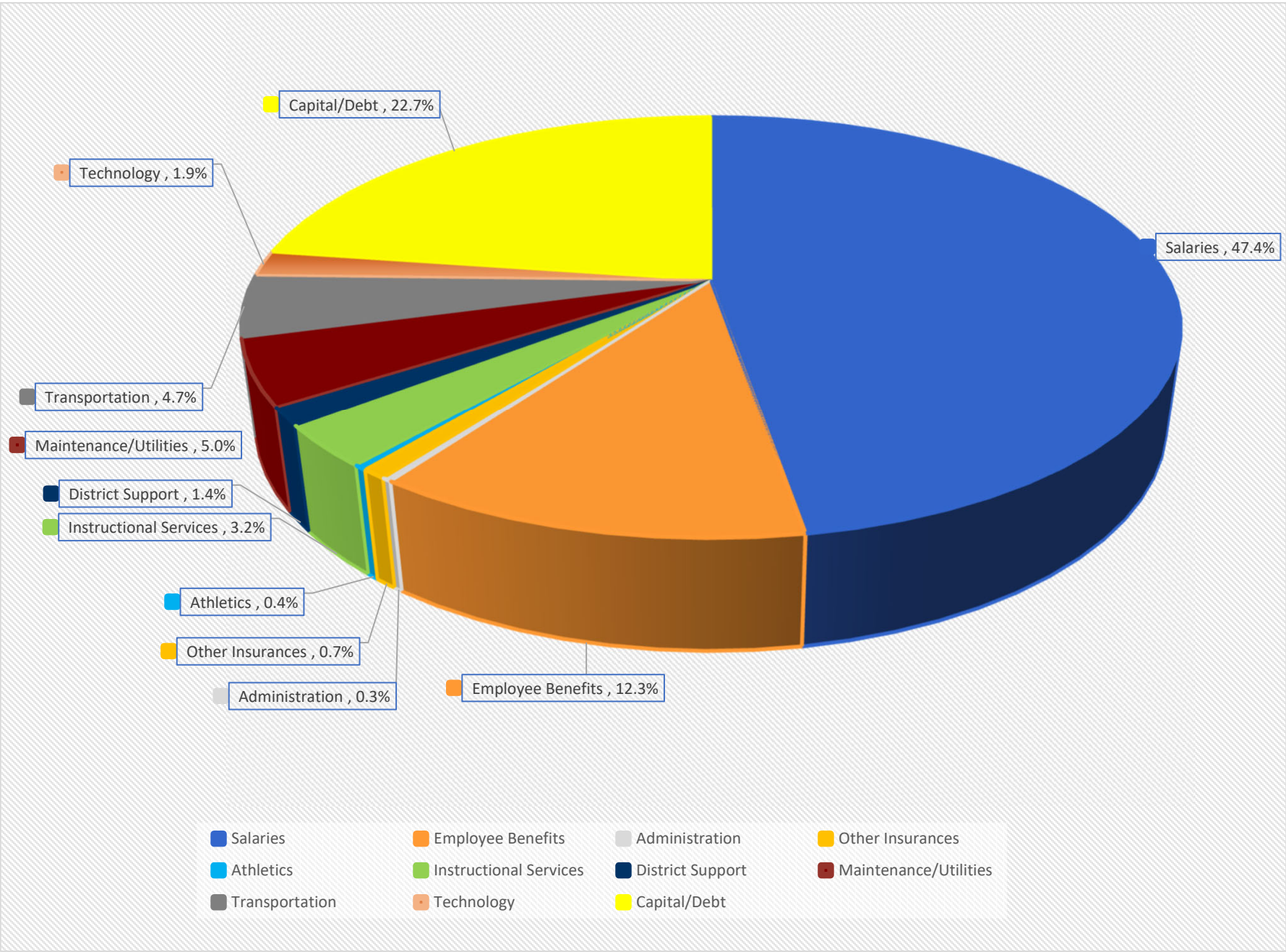
<b>BALANCE AS OF 6/30/2017</b>	<b>\$351,825.03</b>
ADDITIONAL APPROPRIATIONS	\$100,000.00
INTEREST REVENUE	\$6,374.99
<b>BALANCE AS OF 6/30/2018</b>	<b>\$458,200.02</b>
ADDITIONAL APPROPRIATIONS	\$300,000.00
INTEREST REVENUE	\$17,432.28
<b>BALANCE AS OF 6/30/2019</b>	<b>\$775,632.30</b>
ADDITIONAL APPROPRIATIONS	\$85,000.00
INTEREST REVENUE	\$13,347.17
FURNITURE, FIXTURES AND EMERGENCY RESPONSE COMMUNICATIONS EQUIPMENT	-\$217,912.67
TECHNOLOGY EQUIPMENT	-\$75,000.00
<b>BALANCE AS OF 6/30/2020</b>	<b>\$581,066.80</b>
ADDITIONAL APPROPRIATIONS	\$700,000.00
INTEREST REVENUE	\$2,497.66
<b>BALANCE AS OF 6/30/2021</b>	<b>\$1,283,564.46</b>
ADDITIONAL APPROPRIATIONS	\$350,000.00
ADDITIONAL 6/30/2022 APPROPRIATIONS TRANSFER	\$500,000.00
INTEREST REVENUE	\$4,675.17
EXPENDITURES - ATHLETIC FIELDS	-\$10,640.00
EXPENDITURES - NORTH BUILDING	-\$108,385.26
<b>BALANCE AS OF 6/30/2022</b>	<b>\$2,019,214.37</b>
ADDITIONAL APPROPRIATIONS	\$500,000.00
INTEREST REVENUE THROUGH 12/31/2022	\$34,380.40
PROJECTED INTEREST REVENUE THROUGH 6/30/2023	\$34,380.40
PROJECTED EXPENDITURES - ATHLETIC FIELDS	-\$1,239,360.00
PROJECTED EXPENDITURES - NORTH BUILDING	-\$541,614.74
<b>PROJECTED BALANCE AS OF 6/30/2023</b>	<b>\$807,000.43</b>
ADDITIONAL APPROPRIATIONS	\$500,000.00
<b>PROJECTED BALANCE AS OF 6/30/2024*</b>	<b>\$1,307,000.43</b>

\*Projected Balance is available for Capacity Building Projects, including the North Metal Fab Building and East Campus Building.

## FY24 PROPOSED BUDGET BY STATE FUNCTION CODE

ACCOUNT CODE	ACCOUNT DESCRIPTION	FY2021 ACTUAL	FY2022 BUDGET	FY2023 BUDGET	FY2024 PROPOSED BUDGET	DIFFERENCE
1000	Administration	\$1,988,906	\$1,703,303	\$1,760,850	\$1,983,583	\$222,733
2000	Student Instructional Services	\$10,678,849	\$11,114,577	\$11,919,613	\$12,960,497	\$1,040,884
3000	Student Services	\$1,180,943	\$2,185,986	\$2,379,087	\$2,201,896	(\$177,190)
4000	Operation & Maintenance	\$1,638,982	\$2,074,163	\$2,200,365	\$2,323,783	\$123,418
5000	Insurance, Retirement, Leases	\$3,352,066	\$3,553,389	\$3,737,738	\$3,958,839	\$221,101
6000	Community Services	\$80,000	\$80,000	\$80,000	\$0	(\$80,000)
7000	Asset Acquisition & Improvement	\$1,771,910	\$420,000	\$570,000	\$560,000	(\$10,000)
8000	Debt Service	\$4,659,016	\$6,489,171	\$6,332,971	\$6,297,728	(\$35,243)
9000	Tuition Payments	\$27,549	\$20,000	\$30,000	\$30,000	\$0
<b>GENERAL FUND</b>		<b>\$25,378,221</b>	<b>\$27,640,588</b>	<b>\$29,010,622</b>	<b>\$30,316,325</b>	<b>\$1,305,703</b>

# FY24 BUDGET BY EXPENSE





**FY24 ESTIMATED REVENUE PLAN - SUPT REQUEST VERSION 2.0**

	<b>FY23</b>	<b>FY24</b>	<b>Difference</b>	<b>% Chg.</b>
Operating Budget	22,092,652	23,458,597	1,365,945	6.18%
Capital Equipment/Leases/Athletic Fields	1,235,608	1,238,240	2,632	0.21%
<b>Sub-Total</b>	<b>23,328,260</b>	<b>24,696,838</b>	<b>1,368,578</b>	<b>5.87%</b>
<b>Building Project - Debt Service (1)</b>	<b>5,682,363</b>	<b>5,619,488</b>	<b>(62,875)</b>	<b>-1.11%</b>
<b>Total Operating &amp; Capital Budget</b>	<b>29,010,622</b>	<b>30,316,325</b>	<b>1,305,703</b>	<b>4.50%</b>
<b>Non-Assessment Revenue:</b>				
Chp. 70 Aid	2,028,744	2,197,552	168,808	8.32%
Chp. 71 Reg. Trans. Reimb.	1,029,441	807,615	(221,826)	-21.55%
Prior Year Tuition	1,367,364	805,817	(561,547)	-41.07%
Current Year Tuition	950,000	-	(950,000)	-100.00%
Certified E & D	650,000	650,000	-	0.00%
Current Year Nonresident Capital Fee	300,000	-	(300,000)	-100.00%
Prior Year Nonresident Capital Fee	289,332	373,430	84,098	29.07%
<b>Total Non-Assessment Revenue</b>	<b>6,614,881</b>	<b>4,834,414</b>	<b>(1,780,467)</b>	<b>-26.92%</b>
<b>Required Member Town Assessments</b>	<b>22,395,741</b>	<b>25,481,911</b>	<b>3,086,169</b>	<b>13.78%</b>
<b>Assessment Allocation by Category:</b>				
Minimum Required Contribution	8,864,054	9,820,826	956,772	10.79%
Transportation Budget	538,453	577,385	38,932	7.23%
ESCO Lease Assessment	550,408	566,290	15,882	2.89%
Capital Equipment/Leases/Athletic Fields	685,200	671,950	(13,250)	-1.93%
Assessments over Minimum Contribution	6,664,596	8,599,402	1,934,806	29.03%
<b>Building Project - Debt Assessment</b>	<b>5,093,031</b>	<b>5,246,058</b>	<b>153,027</b>	<b>3.00%</b>
<b>Total Assessments</b>	<b>22,395,741</b>	<b>25,481,911</b>	<b>3,086,169</b>	<b>13.78%</b>

(1) - A debt exclusion override was voted on this debt in the following towns: Acton, Arlington, Bolton, Concord, Dover, Lancaster and Stow. The other two member districts (Lexington and Needham) are funding debt through their general funds.

(2) - Annual ESCO Lease assessments include the proportionate share due from the seven (7) towns that have withdrawn from the District.



## FY24 OPERATING ASSESSMENT FORMULA - SUPT REQUEST VERSION 2.0



Total Required Assessments:	
<b>Budget Assessment</b>	
Required Minimum Contr.	\$ 9,820,826
Operating Portion	\$ 8,599,402
Transportation	\$ 1,385,000
LESS: Reg. Trans. Reimb.	\$ (807,615)
Debt and Capital Portion	\$ 6,484,298
<b>Total Budget Assessment</b>	<b>\$ 25,481,911</b>

Town/City	Operating Assessment							Debt/Capital		Total FY24 Budget Assessment	Total FY23 Budget Assessment	Change - FY24 over FY23
	State Required Minimum Assessment <sup>2</sup>		Choice Adjustment	Transportation & Remaining Assessment Per District Agreement				Total Operating Assessment <sup>4</sup>	Total Debt & Capital Assessment <sup>5</sup>			
	State Foundation Enrollment (incl. Post Second stds.)	ESTIMATED State Required Minimum Assessment <sup>2</sup>		Total Grade 9-12 Enrollment <sup>3</sup>	Transportation & Operating Assessment Share	Transportation Assessment Share	Total Remaining Operating Assessment					
Acton	84	1,348,307	\$ 22,225	65.00	12.90%	74,464	\$ 1,106,184	\$ 2,551,180	\$ 733,618	\$ 3,284,798	\$ 2,841,323	\$ 443,475
Arlington	217	3,419,797	\$ -	181.00	35.91%	207,354	\$ 3,080,296	\$ 6,707,447	\$ 2,225,468	\$ 8,932,916	\$ 7,947,938	\$ 984,978
Belmont	-	-	\$ -	0.00	0.00%	-	\$ -	\$ -	\$ 34,946	\$ 34,946	\$ 37,959	\$ (3,013)
Bolton	33	540,671	\$ -	20.75	4.12%	23,771	\$ 353,128	\$ 917,570	\$ 281,889	\$ 1,199,459	\$ 893,714	\$ 305,745
Boxborough	-	-	\$ -	0.00	0.00%	-	\$ -	\$ -	\$ 3,971	\$ 3,971	\$ 4,314	\$ (343)
Carlisle	-	-	\$ -	0.00	0.00%	-	\$ -	\$ -	\$ 3,971	\$ 3,971	\$ 4,314	\$ (343)
Concord	36	612,477	\$ -	29.75	5.90%	34,082	\$ 506,292	\$ 1,152,850	\$ 488,844	\$ 1,641,695	\$ 1,508,544	\$ 133,151
Dover	4	68,053	\$ -	3.50	0.69%	4,010	\$ 59,564	\$ 131,626	\$ 117,000	\$ 248,626	\$ 197,427	\$ 51,199
Lancaster	58	806,460	\$ -	54.50	10.81%	62,435	\$ 927,492	\$ 1,796,388	\$ 583,233	\$ 2,379,621	\$ 2,185,510	\$ 194,111
Lexington	78	1,310,022	\$ -	69.50	13.79%	79,620	\$ 1,182,766	\$ 2,572,407	\$ 929,570	\$ 3,501,977	\$ 3,223,898	\$ 278,079
Lincoln	-	-	\$ -	0.00	0.00%	-	\$ -	\$ -	\$ 6,354	\$ 6,354	\$ 6,902	\$ (548)
Needham	39	655,050	\$ -	29.75	5.90%	34,082	\$ 506,292	\$ 1,195,423	\$ 445,038	\$ 1,640,461	\$ 1,367,739	\$ 272,722
Stow	65	1,059,989	\$ -	50.25	9.97%	57,567	\$ 855,165	\$ 1,972,721	\$ 601,803	\$ 2,574,523	\$ 2,145,103	\$ 429,420
Sudbury	-	-	\$ -	0.00	0.00%	-	\$ -	\$ -	\$ 17,473	\$ 17,473	\$ 18,980	\$ (1,507)
Wayland	-	-	\$ -	0.00	0.00%	-	\$ -	\$ -	\$ 5,560	\$ 5,560	\$ 6,039	\$ (479)
Weston	-	-	\$ -	0.00	0.00%	-	\$ -	\$ -	\$ 5,560	\$ 5,560	\$ 6,039	\$ (479)
<b>TOTAL</b>	<b>614</b>	<b>\$ 9,820,826</b>	<b>\$ 22,225</b>	<b>504.00</b>	<b>100.00%</b>	<b>\$ 577,385</b>	<b>\$ 8,577,177</b>	<b>\$ 18,997,613</b>	<b>\$ 6,484,298</b>	<b>\$ 25,481,911</b>	<b>\$ 22,395,741</b>	<b>\$ 3,086,168</b>

Footnotes:  
 2. The State Required Minimum Assessments are based on Governor's budget.  
 3. All student enrollment numbers are based on most recent 4 year rolling average of enrollments as of October 1st.  
 4. The Total Operating Assessment equals the sum of the State Required Minimum assessment, the Choice adjustment, the Transportation assessment, and the remaining allocated assessment per the District Agreement.  
 5. Annual ESCO Lease assessments include the proportionate share due from the six towns that withdrew from the district effective July 1, 2017 and the Belmont withdrawal effective July 1, 2020.

## FY24 DEBT AND CAPITAL ASSESSMENT FORMULA - SUPT REQUEST VERSION 2.0

Town	DEBT ALLOCATION - PRIOR TO 12/10/2015			DEBT AND CAPITAL ALLOCATION						NEW BUILDING CONSTRUCTION DEBT SERVICE ALLOCATION						TOTAL
	Enrollment (Min. of 5 Students)			TOTAL FY24			Chapter 70 - Combined Effort Basis		Capital Base Cont. Basis	Enrollment Basis			Chapter 70 - Combined Effort Basis		Capital Base Cont. Basis	
	Enrollment October 1, 2021 (Min. of 5 Students)	Enrollment Method Debt/Capital Assessment Share	ESCO Project	4 Yr. Rolling Ave. Enrollment Debt/Capital Assessment	FY18 Debt/Capital Assessment Share	Enrollment - 4 year rolling Average	Combined Effort Capital Assessment Share	Chapter 70 - Combined Effort	Capital Base Contribution	4 Yr. Rolling Ave. Enrollment Debt/Capital Assessment	FY18 Debt/Capital Assessment Share	Enrollment - 4 year rolling Average	Combined Effort Capital Assessment Share	Chapter 70 - Combined Effort	Capital Base Contribution	
Acton	84.0	11.78%	\$66,716	65.00	12.90%	\$43,330	9.32%	\$25,673	\$6,720	65.00	12.90%	\$338,287	9.32%	\$200,432	\$52,461	\$733,618
Arlington	217.0	30.43%	\$172,349	181.00	35.91%	\$120,658	38.38%	\$105,741	\$6,720	181.00	35.91%	\$942,000	38.38%	\$825,540	\$52,461	\$2,225,468
Belmont	44.0	6.17%	\$34,946	0.00	0.00%	\$0	0.00%	\$0	\$0	0.00	0.00%	\$0	0.00%	\$0	\$0	\$34,946
Bolton	33.0	4.63%	\$26,210	20.75	4.12%	\$13,832	3.08%	\$8,479	\$6,720	20.75	4.12%	\$107,992	3.08%	\$66,196	\$52,461	\$281,889
Boxborough	5.0	0.70%	\$3,971	0.00	0.00%	\$0	0.00%	\$0	\$0	0.00	0.00%	\$0	0.00%	\$0	\$0	\$3,971
Carlisle	5.0	0.70%	\$3,971	0.00	0.00%	\$0	0.00%	\$0	\$0	0.00	0.00%	\$0	0.00%	\$0	\$0	\$3,971
Concord	36.0	5.05%	\$28,592	29.75	5.90%	\$19,832	9.33%	\$25,707	\$6,720	29.75	5.90%	\$154,832	9.33%	\$200,701	\$52,461	\$488,844
Dover	5.0	0.70%	\$3,971	3.50	0.69%	\$2,333	1.37%	\$3,781	\$6,720	3.50	0.69%	\$18,215	1.37%	\$29,519	\$52,461	\$117,000
Lancaster	58.0	8.13%	\$46,066	54.50	10.81%	\$36,331	6.51%	\$17,942	\$6,720	54.50	10.81%	\$283,641	6.51%	\$140,074	\$52,461	\$583,233
Lexington	78.0	10.94%	\$61,950	69.50	13.79%	\$46,330	16.50%	\$45,463	\$6,720	69.50	13.79%	\$361,707	16.50%	\$354,939	\$52,461	\$929,570
Lincoln	8.0	1.12%	\$6,354	0.00	0.00%	\$0	0.00%	\$0	\$0	0.00	0.00%	\$0	0.00%	\$0	\$0	\$6,354
Needham	39.0	5.47%	\$30,975	29.75	5.90%	\$19,832	7.43%	\$20,463	\$6,720	29.75	5.90%	\$154,832	7.43%	\$159,756	\$52,461	\$445,038
Stow	65.0	9.12%	\$51,625	50.25	9.97%	\$33,498	8.08%	\$22,252	\$6,720	50.25	9.97%	\$261,522	8.08%	\$173,725	\$52,461	\$601,803
Sudbury	22.0	3.09%	\$17,473	0.00	0.00%	\$0	0.00%	\$0	\$0	0.00	0.00%	\$0	0.00%	\$0	\$0	\$17,473
Wayland	7.0	0.98%	\$5,560	0.00	0.00%	\$0	0.00%	\$0	\$0	0.00	0.00%	\$0	0.00%	\$0	\$0	\$5,560
Weston	7.0	0.98%	\$5,560	0.00	0.00%	\$0	0.00%	\$0	\$0	0.00	0.00%	\$0	0.00%	\$0	\$0	\$5,560
<b>Total</b>	<b>713.0</b>	<b>100.00%</b>	<b>\$566,290</b>	<b>504.0</b>	<b>100.00%</b>	<b>\$335,975</b>	<b>50%</b>	<b>\$275,500</b>	<b>\$60,476</b>	<b>504.0</b>	<b>100.00%</b>	<b>\$2,623,029</b>	<b>50%</b>	<b>\$2,150,884</b>	<b>\$472,145</b>	<b>\$6,484,298</b>

Capital Allocation - 9 Towns				
	Enrollment	Combined Effort	Capital Base Con.	
Prior to 12/10/15	50.0%	41.0%	9.0%	100.0%
ESCO	\$566,290			
After 12/10/15				
Debt & Capital	\$671,950	\$335,975	\$275,500	\$60,476
<b>Capital Allocation - 9 Towns</b>				
	Enrollment	Combined Effort	Capital Base Con.	
After 12/10/15	50.0%	41.0%	9.0%	100.0%
Debt & Capital	\$5,246,058	\$2,623,029	\$2,150,884	\$472,145

Per Community  
**1.00%**

**Calculation Factor - Capital Base Contribution**

Capital Allocation by Method				
Purpose	Debt Prior to 12/10/2015	Capital/Leases Ath. Flds. Debt	Sch. Debt	TOTAL DEBT
Building Improvements (Maint. & Equip.)				-
Copier Leases		60,000		60,000
\$36M Const. Bond - Debt Service Due			1,896,356	1,896,356
\$46M Const. Bond - Debt Service Due			2,762,769	2,762,769
Principal & Interest Payment - ESCO Lease	566,290			566,290
\$1.79M Const. Bond - Debt Service Due		111,950		111,950
\$4.51M Const. Bond - Debt Service Due			288,550	288,550
\$12M Const. Bond - Debt Service Due			571,813	571,813
Stabilization Fund		500,000		500,000
Estimated MSBA Final Borrowing - Principal and Interest			100,000	100,000
LESS: Prior Year Capital Fee Revenue			(373,430)	(373,430)
<b>Total - Debt &amp; Capital</b>	<b>566,290</b>	<b>671,950</b>	<b>5,246,058</b>	<b>6,484,298</b>

## FY24 DEBT AND CAPITAL ASSESSMENT FORMULA - SUPT REQUEST VERSION 2.0

Debt & Capital Assessment														
Enrollment- Based on 4 year Rolling Average								Calculation Factor - Ch. 70 Combined Effort Capital Allocation (based on FY14 Chapter 70)						
Min of 1														
Debt & Capital	Enrollment Count as of October 2022	Enrollment Count as of October 2021	Enrollment Count as of October 2020	Enrollment Count as of October 2019	Total Enrollment Operating Costs	Total Enrollment Debt/Capital Costs	Percent of Enrollment		Enrollment 4 year Rolling Average	FY23 Total Foundation Enrollment	MM Enrollment + Community Foundation Enrollment	FY23 Total Combined Effort Yield	TOTAL - Combined Effort Yield at Minuteman	Combined Effort Capital Assessment Share
Acton	84	78	59	39	65.00	65.00	12.90%	Acton	65.00	4,311	1.51%	44,321,078	668,260	9.32%
Arlington	217	195	170	142	181.00	181.00	35.91%	Arlington	181.00	6,109	2.96%	92,898,564	2,752,437	38.38%
Bolton	33	24	15	11	20.75	20.75	4.12%	Bolton	20.75	1,055	1.97%	11,221,361	220,704	3.08%
Concord	36	33	25	25	29.75	29.75	5.90%	Concord	29.75	3,057	0.97%	68,760,300	669,159	9.33%
Dover	4	3	4	3	3.50	3.50	0.69%	Dover	3.50	1,154	0.30%	32,450,442	98,420	1.37%
Lancaster	58	49	56	55	54.50	54.50	10.81%	Lancaster	54.50	1,036	5.26%	8,877,672	467,020	6.51%
Lexington	78	68	71	61	69.50	69.50	13.79%	Lexington	69.50	6,919	1.00%	117,812,645	1,183,405	16.50%
Needham	39	31	27	22	29.75	29.75	5.90%	Needham	29.75	5,599	0.53%	100,244,618	532,645	7.43%
Stow	65	57	43	36	50.25	50.25	9.97%	Stow	50.25	1,182	4.25%	13,624,611	579,219	8.08%
<b>Total</b>	<b>614</b>	<b>538</b>	<b>470</b>	<b>394</b>	<b>504.00</b>	<b>504.00</b>	<b>100.00%</b>	<b>Total</b>	<b>504.00</b>	<b>30,422</b>	<b>18.76%</b>	<b>490,211,291</b>	<b>7,171,270</b>	<b>100.00%</b>

New Building Design & Constuction Debt Service Assessment														
Enrollment- Based on 4 year Rolling Average								Calculation Factor - Ch. 70 Combined Effort Capital Allocation						
Min of 1														
Debt Service Assessed to 9 Towns	Enrollment Count as of October 2022	Enrollment Count as of October 2021	Enrollment Count as of October 2020	Enrollment Count as of October 2019	Total Enrollment Operating Costs	Total Enrollment Debt/Capital Costs	Percent of Enrollment		Enrollment 4 year Rolling Average	FY22 Total Foundation Enrollment	MM Enrollment + Community Foundation Enrollment	FY22 Total Combined Effort Yield	TOTAL - Combined Effort Yield @ Minuteman	Combined Effort Capital Assessment Share
Acton	84	78	59	39	65.00	65.00	12.90%	Acton	65.00	4,311	1.51%	44,321,078	668,260	9.32%
Arlington	217	195	170	142	181.00	181.00	35.91%	Arlington	181.00	6,109	2.96%	92,898,564	2,752,437	38.38%
Bolton	33	24	15	11	20.75	20.75	4.12%	Bolton	20.75	1,055	1.97%	11,221,361	220,704	3.08%
Concord	36	33	25	25	29.75	29.75	5.90%	Concord	29.75	3,057	0.97%	68,760,300	669,159	9.33%
Dover	4	3	4	3	3.50	3.50	0.69%	Dover	3.50	1,154	0.30%	32,450,442	98,420	1.37%
Lancaster	58	49	56	55	54.50	54.50	10.81%	Lancaster	54.50	1,036	5.26%	8,877,672	467,020	6.51%
Lexington	78	68	71	61	69.50	69.50	13.79%	Lexington	69.50	6,919	1.00%	117,812,645	1,183,405	16.50%
Needham	39	31	27	22	29.75	29.75	5.90%	Needham	29.75	5,599	0.53%	100,244,618	532,645	7.43%
Stow	65	57	43	36	50.25	50.25	9.97%	Stow	50.25	1,182	4.25%	13,624,611	579,219	8.08%
<b>Total</b>	<b>614</b>	<b>538</b>	<b>470</b>	<b>394</b>	<b>504.00</b>	<b>504.00</b>	<b>100.00%</b>	<b>Total</b>	<b>504.00</b>	<b>30,422</b>	<b>18.76%</b>	<b>490,211,291</b>	<b>7,171,270</b>	<b>100.00%</b>

Enrollment Allocation for Debt/Capital - Prior to 12/10/15					Percent Allocation (Col. D)	
					(Col. B)	(Col. C)
Town	Foundation Enrollment 10/1/22	PLUS: Post-Secondary Enrollment	PLUS: AM Students (.5 FTE)	PLUS: Enrollment Adj. (Min. Of 5)	TOTAL - 10/1/22 Adj. Enrollment	Debt/Capital Assessment Share
Acton	83	1			84	11.78%
Arlington	215	2			217	30.43%
Belmont	44				44	6.17%
Bolton	33				33	4.63%
Boxborough	5				5	0.70%
Carlisle	5				5	0.70%
Concord	36				36	5.05%
Dover	4			1	5	0.70%
Lancaster	58				58	8.13%
Lexington	77	1			78	10.94%
Lincoln	8				8	1.12%
Needham	39				39	5.47%
Stow	65				65	9.12%
Sudbury	22				22	3.09%
Wayland	7				7	0.98%
Weston	7				7	0.98%
<b>Total</b>	<b>708</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>713</b>	<b>100.00%</b>

## ADDENDUM - MINUTEMAN TECHNICAL INSTITUTE

**What Is Minuteman Technical Institute (MTI)?** Minuteman Technical Institute (MTI) is the adult learning division of [Minuteman Regional Vocational Technical High School](#) in Lexington, Massachusetts. MTI offers technical training programs for adult students seeking rewarding jobs in high-demand careers. Adults may apply to MTI's Post-Secondary Programs to hone skills in a technical area, retrain for new employment or learn new technical skills for the first time.

MTI offers several career technical education courses in high-demand trades; some programs require students to pay tuition and others are free for qualified students. Tuition-based programs include Automotive Technology, Cosmetology and Electrical.

Our Career Tech Initiative (CTI) programs, made possible through a Massachusetts Career Technical Initiative grant in collaboration with MassHire Career Centers and Commonwealth Corporation, are free for qualified candidates, and include Carpentry Pre-Apprentice, CNC (Computer Numeric Control) Machine Operator, Welding and Plumbing: Tier 1 Code and Basic Introduction.

Through the Senator Kenneth Donnelly Grant, MTI is offering a Facilities Management course in conjunction with the International Facilities Management Association (IFMA), the Boston IFMA Chapter and industry partners Jones Lang Lasalle, Sodexo and ABM Industries.

**When Are Classes Held?** Classes are held Monday through Thursday evenings, from 4:00 pm – 10:00 pm, at Minuteman High School, 758 Marrett Road (Rt. 2A), Lexington. Each program has a specific schedule modified to meet hour requirements for licensure and certification. Tuition-based programs are 10 months in duration; CTI programs run between 200 and 300 hours (approximately 15 weeks).

**Who Can Apply?** Anyone 18 years of age or older, who has earned a high school diploma/HiSet/GED, and who can pass a CORI/SORI screen in welcome to apply. Candidates must submit to a CORI/SORI screen in addition to other admission requirements.

**How Do You Apply?** Visit [www.MinutemanTI.org](http://www.MinutemanTI.org) for information on how to apply to our programs and contact information for local Mass Hire Career Centers.

# GLOSSARY

TERMS	DEFINITION
<b>ASSESSMENT</b>	Our 9 member towns support the Minuteman budget by paying an assessment determined by the regional agreement document. DESE sets the minimum local contribution amount each town must pay and any amount over that minimum is apportioned according to the regional agreement which currently is operational share of enrollment on the previous October 1.
<b>PPI</b>	Progress and Performance Index (PPI): The PPI combines information about narrowing proficiency gaps, growth, and graduation and dropout rates over multiple years into a single number. All districts, schools, and student subgroups receive an annual PPI based on improvement over a two-year period and a cumulative PPI between 0 and 100 based on four years of data.
<b>CAPITAL FEE</b>	Capital construction costs approved under the requirements of 603 CMR 4.03(6)(b)(4)
<b>CHAPTER 74</b>	Mass General Law that governs vocational education programs in Massachusetts.
<b>CHOICE</b>	Minuteman no longer accepts School Choice students. Student who attended Minuteman and then chose to attend another public high school (not their home town) that accepts school choice students.
<b>CTE</b>	Career & Technical Education
<b>DESE</b>	Department of Elementary and Secondary Education (Formerly DOE)
<b>DOE</b>	Federal Department of Education
<b>FTE</b>	Full Time Equivalent - used as a standard basis of measure for student and staff figures
<b>GENERAL ADVISORY COUNCIL</b>	Council of volunteer business & industry representatives that advises the career and technical programs on current equipment needs, labor/market trends, employability skills, new industry development needs.
<b>HEADCOUNT ENROLLMENT</b>	Number of actual student body (heads) enrolled.
<b>HEALTH TRUST</b>	Minuteman is 1 of 4 regional vocational schools to be a member of Mass Bay Health Care Trust. The Trust has greater purchasing power to obtain better rates than any one of our schools alone. Each school is represented by 2 labor representatives and 2 management representatives who are voting Trustees.
<b>INCLUSION</b>	A program which aims to include more children with special needs in the general classroom rather than keeping them in a separate classroom setting or offering special services on a pull-out basis.
<b>LEA</b>	Local Education Agency: i.e. the individual local school district. Minuteman Regional is a LEA. Within the School Department the term is used to identify the operating budget exclusive of grants, capital funding, revolving accounts or expenses which might be funded through other parts of the Town's budget.
<b>MCAS</b>	Massachusetts Comprehensive Assessment System: As required by the Education Reform Law of 1993, MCAS was implemented to annually test all public school students across the Commonwealth in order to measure and report performance based on the Curriculum Frameworks learning standards. Students must pass the MCAS tests as one condition for earning a high school diploma.
<b>MTI</b>	Minuteman Technical Institute
<b>MSBA</b>	Massachusetts School Building Authority; this is the state's building assistance organization.
<b>NCLB</b>	No Child Left Behind Act enacted by federal law in 2001.
<b>NEASC</b>	New England Association of School and Colleges: the organization that accredits high schools.

## GLOSSARY

TERMS	DEFINITION
<b>NON-RESIDENT TUITION</b>	MGL Chapter 74 allows students who live in MA and do not live in one of our 9 member towns to attend Minuteman and their town must pay the tuition rate set by Minuteman school committee (maximum \$ determined by DESE) as well as pay to transport the student to Minuteman.
<b>OCTOBER 1 COUNT</b>	DESE official census data is based on the October 1st enrollment data
<b>PERKINS FUNDS</b>	The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) is a source of federal funding to states and district grantees.
<b>POST SECONDARY</b>	Post Secondary are adult learners who attend only vocational program classes, not academic classes, in a separate adult only classroom format.
<b>PT/OT</b>	Physical Therapy/Occupational Therapy (provided to some Special Needs students as part of their individual educational plans).
<b>OTHER POSTEMPLOYMENT BENEFITS (OPEB)</b>	This is health insurance benefits provided to Minuteman retired employees. Government Accounting Standards require that the district financial statements report these benefits on an accrual basis rather than on a pay-as-you-go basis.
<b>REGIONAL AGREEMENT</b>	Document that governs Minuteman operations, funding and membership.
<b>SCHOOL IMPROVEMENT COUNCIL</b>	A Council of parents, teachers and community representatives that advise the school principal on ways in which the school may be improved. School councils were created under the terms of the Education Reform Act of 1993.
<b>CAPITAL STABILIZATION FUND</b>	Minuteman has established a stabilization fund, The purpose of the fund is to set aside money for future capital projects. Appropriations from this account require a two-thirds vote of all members of the School Committee.
<b>VOC ED</b>	Vocational Education which provides career and technical training in 18 different career majors (in 2 academies)