

# BUDGET UPDATE

General Support, Operations & Maintenance  
and Transportation

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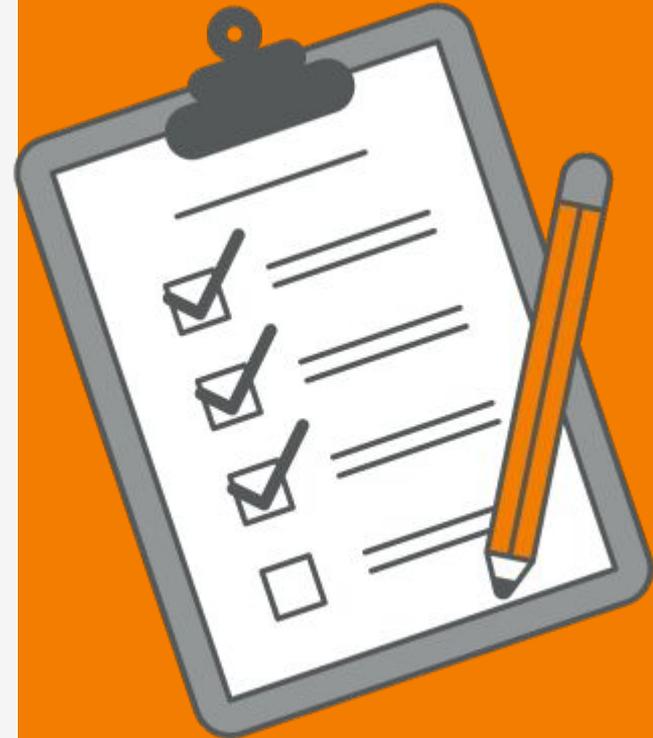
2024-2025

March 7, 2024

Presented by:  
Kelly Lent, Assistant Business Manager  
Brad Kennedy, Director of Facilities  
Joseph Bernardi, Director of Transportation

1. **General Support**
2. **Benefits**
3. **Debt Service & Interfund Transfers**
4. **Buildings and Grounds**
5. **Transportation**
6. **A Look Ahead at Future Budget Discussions**

# Tonight's Agenda



# Strategic Goals

## PURSUIT OF PASSION AND EXPLORATION

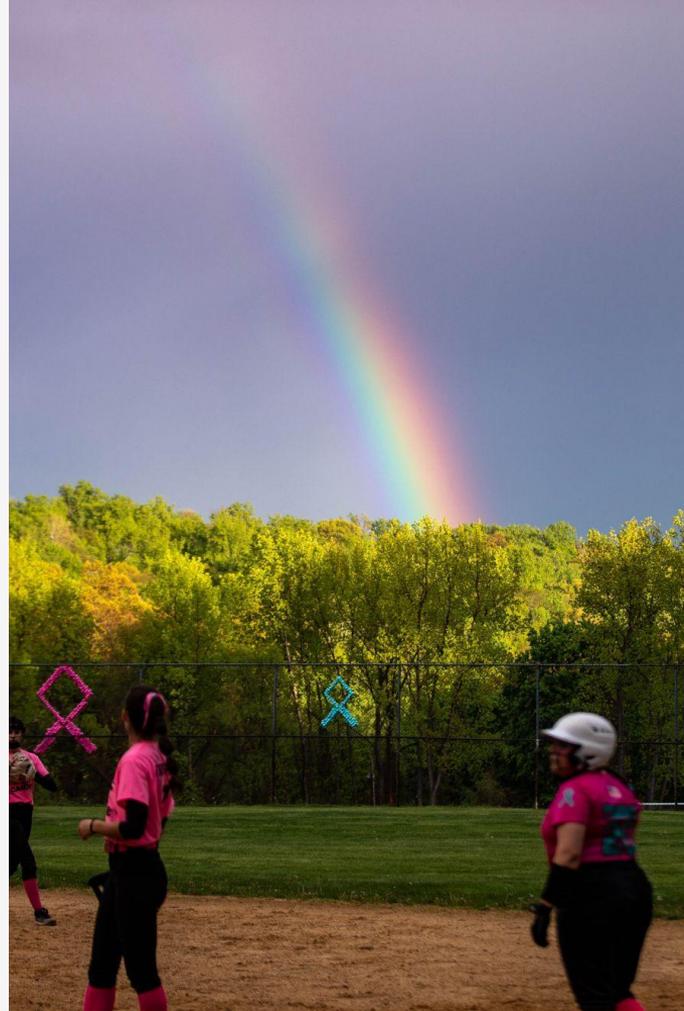
Empower ourselves and each other to pursue purposeful, courageous exploration of our interests and passions to enhance learning, personal fulfillment, and community connections.

## REIMAGINE LEARNING

Reimagine the learning experience by identifying and dismantling existing institutional and structural barriers in order to promote curiosity, growth, and innovation.

## CULTURE OF WELL BEING

To create a culture that fosters the emotional, intellectual, and social well being of every member of our school district's learning community.



# Vision Map Priorities

## **INTERDISCIPLINARY AND PASSION-BASED CLASSES, SCHEDULES, AND EXPERIENCES**

Foster the pursuit of passion among our students and staff by developing innovative and inspirational classes, schedules, and learning experiences.

## **ASSESSMENT, GRADING, AND FEEDBACK**

Promote future-focused teaching and learning through the development of a shared philosophy on assessment, grading, and feedback.

## **FLEXIBLE, DYNAMIC LEARNING SPACES**

Ignite curiosity and inspiration within our students and staff through the creation of dynamic learning spaces.

## **DISTRICT AND SCHOOL CULTURE**

Inspire the pursuit of individual and systemic success by cultivating an environment that prioritizes connection and belonging, celebrates thoughtful risk-taking, and values collegial voice.





**September**

- Develop preliminary assumptions & forecasts



**November**

- Meet with budget builders & distribute budget worksheets



**March**

- Submit allowable tax levy to OSC
- Budget Presentations & Bus Props



**May**

- Budget Hearing
- Budget Vote: May 21, 2024, 6 AM -9 PM @ CHHS



**January**

- Initial Budget Presentation
- Governor's Executive Budget (tentative)



**October**

- Begin budget development process (historical analysis & forecasting)



**December**

- Preliminary budget discussion



**February**

- Budget work-session & presentation
- NYSTRSECR rate is released
- Spending moratorium



**April**

- Governor's budget-state aid secured
- BOE budget adoption & PTRC submission

**Budget Group**

<b>2024-25</b>	<b>2023-24</b>	<b>Budget-to-Budget</b>	
<b>Proposed Budget</b>	<b>Adopted Budget</b>	<b>Increase / (Decrease)</b>	
		<b>\$</b>	<b>%</b>

**BOARD OF EDUCATION**

*Board meetings, policy implementation, memberships, and legal notices.*

Contractual and Other	14,600	16,600		
Supplies	3,000	2,600		
BOCES Services	24,932	24,205		
	42,532	43,405	-873	-2.00%

**DISTRICT CLERK**

*District Clerk is responsible for attending all public meetings, record-keeping, FOIL requests, corresponding and conducting business on behalf of the Board of Education, and managing the budget vote and trustee election, public notices, and training of election officials.*

Salaries	32,000	47,721		
Contractual and Other	16,000	16,000		
	48,000	63,721	-15,721	-24.70%

**Budget Group**

<b>2024-25</b>	<b>2023-24</b>	<b>Budget-to-Budget</b>	
<b>Proposed Budget</b>	<b>Adopted Budget</b>	<b>Increase / (Decrease)</b>	
		<b>\$</b>	<b>%</b>

**CHIEF SCHOOL ADMINISTRATION**

*Leadership, management, and supervision of the entire school system, including the implementation of the District's Strategic Plan.*

Salaries	353,571	343,364		
Contractual and Other	13,973	13,930		
Supplies	6,650	6,650		
	<b>374,194</b>	<b>363,944</b>	<b>10,250</b>	<b>2.80%</b>

**BUSINESS ADMINISTRATION**

*Administration of the District's financial resources and investments, and the coordination of the business, operational and related activities of the District*

Salaries	611,515	599,685		
Contractual and Other	21,335	20,335		
Supplies	8,000	7,000		
BOCES Services	33,140	32,568		
	<b>673,990</b>	<b>659,588</b>	<b>14,402</b>	<b>2.18%</b>

**Budget Group**

<b>2024-25</b>	<b>2023-24</b>	<b>Budget-to-Budget</b>	
<b>Proposed Budget</b>	<b>Adopted Budget</b>	<b>Increase / (Decrease)</b>	
		<b>\$</b>	<b>%</b>

**AUDITING**

*Weekly audit of payments (Claims Audit), annual efficiency/quality control audit (Internal Audit), Single Audit and the annual financial statement audit (External Audit)*

Contractual and Other

72,750	72,750	0	0.00%
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**TREASURER**

*Maintains the District's accounting records, invests funds, & performs other related financial functions*

Salaries

Contractual and Other

121,890	117,140		
1,500	1,500		
123,390	118,640	4,750	4.00%

**FISCAL AGENT**

*Fees associated with the issuance of Bond Anticipation Notes (BANs), bonds, and other debt instruments*

Contractual and Other

21,835	22,457	-622	-2.80%
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**Budget Group**

<b>2024-25</b>	<b>2023-24</b>	<b>Budget-to-Budget</b>	
<b>Proposed Budget</b>	<b>Adopted Budget</b>	<b>Increase / (Decrease)</b>	
		<b>\$</b>	<b>%</b>

**LEGAL**

*Attorneys fees for general counsel, litigation, personnel issues, legal opinions, bond counsel, impartial hearings, etc.*

Contractual and Other

241,425	220,925	20,500	9.30%
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**PERSONNEL**

*Coordination of employee benefits, FMLA, Worker's Compensation, recruitment, COBRA, student accident and civil service compliance*

Salaries

Contractual and Other

Supplies

BOCES Services

77,250	72,828		
12,882	12,882		
500	500		
88,353	96,702		
178,985	182,912	-3,927	-2.10%

**Budget Group**

<b>2024-25</b>	<b>2023-24</b>	<b>Budget-to-Budget</b>	
<b>Proposed Budget</b>	<b>Adopted Budget</b>	<b>Increase / (Decrease)</b>	
		<b>\$</b>	<b>%</b>

**RECORDS MANAGEMENT**

*Records retention and disposal in accordance with General Municipal Law*

Salaries  
Supplies  
BOCES Services

	0	3,000		
	500	1,000		
	8,891	7,522		
	9,391	11,522	-2,131	-18.50%

**PUBLIC INFORMATION SERVICES**

*Electronic communication systems and website development*

Salaries  
Contractual and Other  
Supplies  
BOCES Services

	106,090	96,800		
	3,000	3,000		
	800	800		
	158,172	151,725		
	268,062	252,325	15,737	6.20%

**Budget Group**

<b>2024-25</b>	<b>2023-24</b>	<b>Budget-to-Budget</b>	
<b>Proposed Budget</b>	<b>Adopted Budget</b>	<b>Increase / (Decrease)</b>	
		<b>\$</b>	<b>%</b>

**CENTRAL PRINTING & MAILING**

*Supplies and postage for required written communications and public notices*

Contractual and Other	109,000	107,289		
Supplies	1,500	1,500		
	110,500	108,789	1,711	1.57%

**CENTRAL DATA PROCESSING**

*Central Data Process costs related to financial software, LAN, internet, telecommunications, data warehousing, and disaster-recovery backup systems*

BOCES Services	61,631	57,090	4,541	7.95%
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**Budget Group**

<b>2024-25</b>	<b>2023-24</b>	<b>Budget-to-Budget</b>	
<b>Proposed Budget</b>	<b>Adopted Budget</b>	<b>Increase / (Decrease)</b>	
		<b>\$</b>	<b>%</b>

**UNALLOCATED INSURANCE**

*Premiums for property & casualty insurance*

280,842	219,840	61,002	27.70%
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**SCHOOL ASSOCIATION DUES**

*Memberships in regional, State, and Federal education organizations*

21,000	18,000	3,000	16.70%
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**ASSESSMENTS, JUDGMENTS & CLAIMS**

*Annual Sewer Assessment*

65,000	65,000	0	0.00%
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**Budget Group**

<b>2024-25</b>	<b>2023-24</b>	<b>Budget-to-Budget</b>	
<b>Proposed Budget</b>	<b>Adopted Budget</b>	<b>Increase / (Decrease)</b>	
		<b>\$</b>	<b>%</b>

**REFUNDS OF PROPERTY TAXES**

*Refunds for property tax certiorari judgments*

5,075	5,075	0	0.00%
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**BOCES ADMIN & CAPITAL CHARGE**

*Croton-Harmon's administrative and capital obligation for participating in Putnam/Northern Westchester BOCES*

365,247	349,019	16,228	4.60%
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**TOTAL - GENERAL SUPPORT**

2,963,849	2,835,002	128,847	4.54%
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**Budget Group**

<b>2024-25</b>	<b>2023-24</b>	<b>Budget-to-Budget</b>	
<b>Proposed Budget</b>	<b>Adopted Budget</b>	<b>Increase / (Decrease)</b>	
		<b>\$</b>	<b>%</b>

**EMPLOYEE BENEFITS**

*State-mandated and contractual obligations relating to District-wide employment contracts*

Employees' Retirement (ERS)	1,005,931	835,000		
Teachers' Retirement (TRS)	2,420,272	2,250,000		
Social Security & Medicare	2,554,494	2,362,100		
Workers' Compensation Insurance	244,522	221,871		
Life Insurance	15,000	15,000		
Unemployment Insurance	41,000	41,000		
Disability Insurance	5,125	5,125		
Hospital, Medical & Dental Insurance	4,841,747	4,599,129		
Other Employee Benefits	652,126	633,326		
<b>TOTAL - EMPLOYEE BENEFITS</b>	<b>11,780,217</b>	<b>10,962,551</b>	<b>817,666</b>	<b>7.50%</b>

**Budget Group**

<b>2024-25</b>	<b>2023-24</b>	<b>Budget-to-Budget</b>	
<b>Proposed Budget</b>	<b>Adopted Budget</b>	<b>Increase / (Decrease)</b>	
		<b>\$</b>	<b>%</b>

**DEBT SERVICE**

*Principal and interest payment obligations for prior years borrowings*

Construction Bonds Principal & Interest	2,264,400	2,702,150		
Bond Anticipation Notes Principal & Interest	1,762,291	1,712,893		
Energy Perf Contract Principal & Interest	596,435	596,434		
<b>TOTAL - DEBT SERVICE</b>	<b>4,623,126</b>	<b>5,011,477</b>	<b>-388,351</b>	<b>-7.70%</b>

**INTERFUND TRANSFER-SPECIAL AID FUND**

*Costs of providing summer school for special education students in accordance with Individualized Educational Plans (IEPs); requires a transfer to the Special Aid Fund*

<b>TOTAL - INTERFUND TRANS (SA)</b>	<b>80,000</b>	<b>80,000</b>	<b>0</b>	<b>0.00%</b>
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**INTERFUND TRANSFER-SCHOOL LUNCH FUND**

*Supplemental appropriations required to fund the district's Child Nutrition Program*

<b>TOTAL - INTERFUND TRANS (SLF)</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0.00%</b>
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<b>GRAND TOTAL EXPENDITURES</b>	<b>19,477,192</b>	<b>18,919,030</b>	<b>558,162</b>	<b>2.95%</b>
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# OPERATIONS & MAINTENANCE

Presented by Brad Kennedy, Director of Facilities



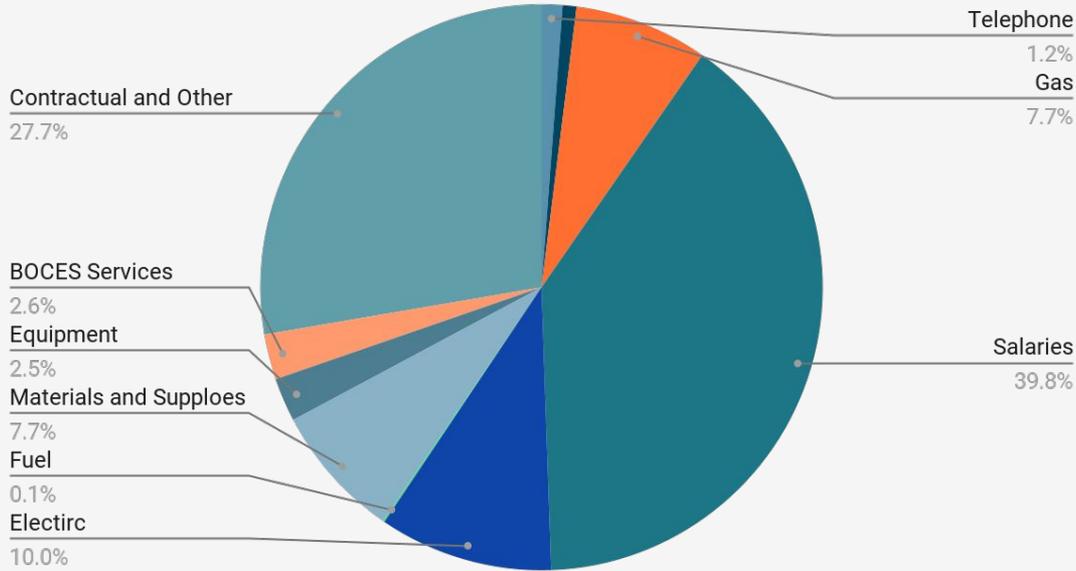
## Proposed Operations & Maintenance Budget

Account Title	2024-25 Proposed Budget	2023-24 Adopted Budget	\$ Diff.	% Diff
Salaries	\$2,109,772	\$2,292,945	-\$183,173	-7.99%
Contractual And Other	\$1,465,849	\$1,170,621	\$295,228	25.22%
BOCES Services	\$139,142	\$131,254	\$7,888	6.01%
Equipment	\$130,000	\$130,000	\$0	0.00%
Materials And Supplies	\$409,645	\$357,565	\$52,080	14.57%
Fuel	\$5,000	\$5,000	\$0	0.00%
Electric	\$529,594	\$531,449	-\$1,855	-0.35%
Telephone	\$65,000	\$65,000	\$0	0.00%
Water	\$40,000	\$35,000	\$5,000	14.29%
Gas	\$406,638	\$380,035	\$26,603	7.00%
<b>TOTALS</b>	<b>\$5,300,640</b>	<b>\$5,098,869</b>	<b>\$201,771</b>	<b>3.96%</b>



# Proposed Operations & Maintenance Budget

## Operations and Maintenance 2024-25 Proposed Budget



**JEOPARTY!**

B&G PERSONNEL	FACILITIES	GROUNDS	SUSTAINABILITY	TRANSPORTATION
\$200	\$200	\$200	\$200	\$200
\$400	\$400	\$400	\$400	\$400
\$600	\$600	\$600	\$600	\$600
\$800	\$800	\$800	\$800	\$800
\$1000	\$1000	\$1000	\$1000	\$1000

**B&G PERSONNEL · \$400**

**HOW MANY EMPLOYEES ARE  
CROTON-HARMON ALUMNI?**

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**Facilities Office**

DOF - Brad Kennedy

Secretary - Sandra Rasulo

PT Mail Courier - Gary Van Asselt

**Maintenance and Grounds**

2 Maintenance Mechanics

2 Custodians - Assigned to Grounds

**Schools**

1 Head Custodian - (per building)

1 Day Custodian - (per building)

3 Night Custodian - (per building)

**PT / Seasonal**

Sub Custodians

High School Summer Helpers

Sub Clerical



**Caring for  
Our Campus**

**JEOPARTY!**

**FACILITIES - \$200**

**WHAT YEAR IS ON THE  
CORNERSTONE OF THE  
HIGH SCHOOL?**

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# Reaching every corner...

An aerial photograph of a school campus. In the foreground, there are several large, multi-story brick buildings with dark roofs, surrounded by green lawns and parking lots. The campus is bordered by dense green trees. In the background, a large body of water (likely a lake or bay) stretches across the horizon under a clear blue sky. The text 'Reaching every corner...' is overlaid in large orange font at the top left.

## Schools & Support Buildings

- Croton-Harmon High School (1924)
- PVC Middle School (1939)
- CET Elementary School (1954)
- Transportation Garage (1983)
- District Office (1999)
- Storage Building @ CET (2019)

## School Playgrounds

- CET
  - Kindergarten (2003)
  - MPR (1994 & 2019)
- PVC
  - Rear Playground (2007 +/-)

## School Fields / Tennis Courts

- Spencer Field
- CET Field
- CHHS Baseball Field
- PVC Tennis Courts
- CET Tennis Courts

## Village Fields - Utilized by School

- Manes Field
- Firefighters Field
- Croton Landing

**JEOPARTY!**

**GROUNDS - \$1000**

**ROUGHLY HOW MANY MILES  
OF SIDEWALK / STAIRS NEED  
TO BE CLEARED AND SALTED  
WHEN IT SNOWS?**

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And always ready for the Snow



**JEOPARTY!**

**FACILITIES - \$800**

**ROUGHLY HOW MANY MERV-13  
AIR FILTERS GET REPLACED  
DURING EACH QUARTERLY  
HVAC PM DISTRICT WIDE?**

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- **HVAC**-Filters, Motors, Electronics, Pumps  
Preventative Maintenance/Service/Inspections,  
Water Treatment
- **Plumbing**-Repairs, Drain Cleaning, Acid Waste  
Management
- **Electrical/Alarm/Fire/Security/PA/Elevator**-  
Numerous Contracts
- **Doors/Windows** -Hardware, Keying, Blinds,  
Glass
- **Janitorial**-Disinfectant, Cleaning Materials,  
Mats/Mop Cleaning, Pest Control, Equipment  
Repair
- **Grounds**-Tree/Service, Poison Ivy, Athletic Field  
Supplies, Equipment Repairs
- **Play Areas** -Inspections & Maintenance
- **Other** -Equipment Replacements,  
Appliance/Repair, Painting



Caring for  
Our Campus

**JEOPARTY!**

**SUSTAINABILITY - \$600**

**HOW MANY ELECTRIC  
UTILITY CARTS DO WE  
HAVE?**

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### Capital Project (Summer 2023)

- Storm drainage project
- Roof work at CET and DO

### Districtwide

- Painting
- Badge readers for doors
- Security improvements - back and front end
- Completed switch over of POTs lines for emergency services to FIOS
- Upgraded elevators and burglar alarms to network based panels
- Continued replacement program of water fountains with ones that have bottle fillers
- Purchased 2 all electric utility carts to replace aging ICE carts



# Accomplishments

### **Croton-Harmon High School**

- Welding repairs to boiler
- Installed pad for bike rack
- Supported fall and spring homecoming under the lights
- School Counseling Suite Remodel

### **CET Elementary School**

- Tennis court pavers by benches
- Main office ceilings
- Renovation of network closet to consolidate network equipment from old computer room
- Food service program: upgrade to sinks



## PVC

- Work to make the garden a more functional learning space
  - Replaced wood retaining walls with unilock walls
  - Raised them to make level seating area for picnic tables
  - Added stairs from the seating area to the raised bed garden area
- New oven just installed (grant-funded purchase)
- Classroom wood floor refinishing
- New custom post and ropes around front entrance planting beds

**Bus Garage:** new district branded front entrance department sign & street address sign, as well as a flag pole

**Training:** In person staff training for facilities department over summer (cleaning chemicals, right to know, ADHERA, BBP)



# Accomplishments

**JEOPARTY!**

**SUSTAINABILITY - \$400**

**ROUGHLY HOW MANY  
SQUARE FEET OF OUR ROOFS  
ARE COVERED WITH SOLAR?**

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- Additional Solar through EPC
- Sourcing Parts for Aging Equipment
- Utilization of Repair Reserve

# Future Planning Considerations

# A Look Ahead



## What School Can Be

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Continue to support staff and students and further operationalize the WSCB vision into reality. Classroom furniture upgrades and enhanced learning spaces, support of passion projects, etc.



## Capital Project

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Athletics & Security project received SED approval and bids are due March 22<sup>nd</sup>.  
Roofing - construction & logistics meetings are taking place.



## Employee Empowerment

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Creating accessible, easy- to-use systems & resources for staff to streamline workflow and enhance training opportunities.

# TRANSPORTATION

Presented by Joseph Bernardi, Transportation Supervisor

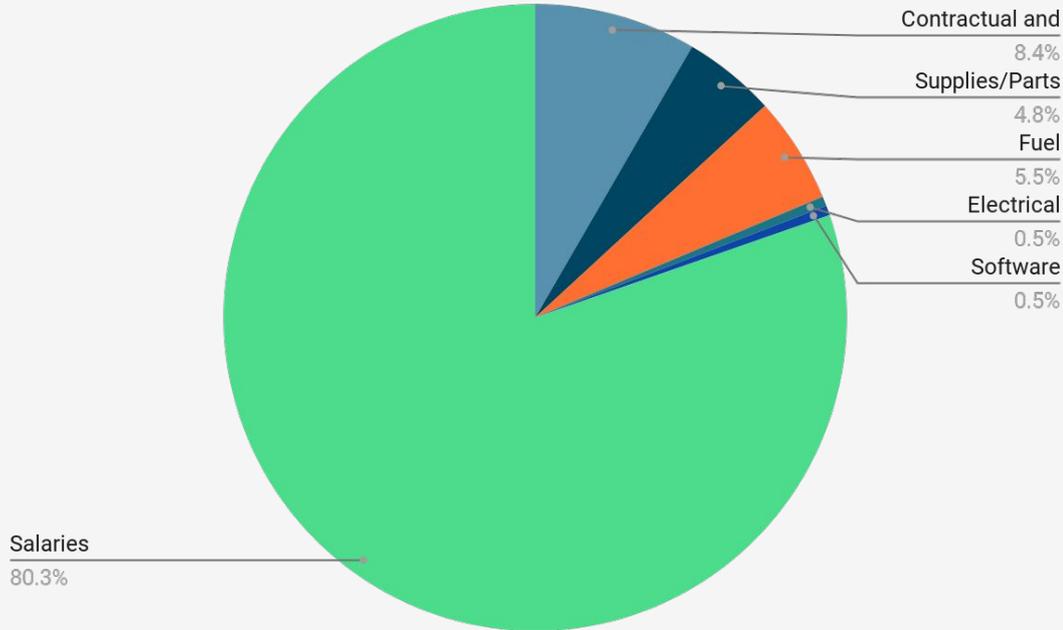


# Proposed Transportation Budget

Description	2024-25 Proposed	2023-24 Adopted	\$ Change	% Change
Salaries	\$2,522,971	\$2,498,124	\$24,847	0.99%
Contractual And Other	\$259,031	\$243,774	\$15,257	6.26%
Supplies/Parts	\$151,650	\$147,650	\$4,000	2.71%
Fuel	\$173,000	\$180,000	-\$7,000	-3.89%
Electrical	\$17,000	\$20,000	-\$3,000	-15.00%
Software	\$14,250	\$13,150	\$1,100	8.37%
<b>TOTALS</b>	<b>\$3,137,902</b>	<b>\$3,102,698</b>	<b>\$35,204</b>	<b>1.13%</b>



# Proposed Transportation Budget





WHUD's  
"Office of the Week"

**JEOPARTY!**

**TRANSPORTATION - \$200**

**HOW MANY NYS 19A SAFETY  
REQUIREMENTS DOES THE  
DEPARTMENT PERFORM IN ANY  
GIVEN SCHOOL YEAR?**

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## Staff

- 34 - Ten-month drivers
- 10 - Ten-month monitors
- 2 - Eleven-month dispatchers/drivers
- 4 - Mechanic/bus drivers
- 1 - Secretary (part-time)

## Training

- 19-A requirements & Professional Learning Opportunities
- (2) 3-hour refresher courses
- (2) 2-hour safety meetings annually
- 80+ bus drills/year



The Driving  
Force Behind  
Our Children's  
Education

**JEOPARTY!**

**TRANSPORTATION - \$400**

**HOW MANY REQUIREMENTS  
ARE OUR BUS MECHANICS  
RESPONSIBLE FOR EACH  
YEAR?**

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## 58 vehicles maintained by district mechanics

- Full-service garage
- Exceptional DOT rating
- Twice monthly DOT inspections require 6 vehicles for each inspection requiring a minimum of 6 spare vehicles to replace the ones scheduled for DOT

## Transportation

- (16) 66-passenger buses
- (2) Electric 66-passenger bus (Evie & Lightning McGreen)
- Third 66-passenger ESB on the way!
- 26 -Mini-buses and caravans
- 2 -SUV's one is Plug-in Hybrid

**Facilities:** 13 Trucks and 1 Toyota Prius (hybrid)

# On the Road



**JEOPARTY!**

TRANSPORTATION - \$600

HOW MANY PRE-TRIP/POST  
TRIP DAILY BUS INSPECTIONS  
ARE CONDUCTED  
ANNUALLY?

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**TRANSPORTATION - \$800**

**HOW MANY STOPS DO OUR  
BUSES MAKE IN ONE YEAR  
(INCLUDING SUMMER)?**

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- Over 1,100 students transported to 24 different schools, in addition to daily athletic and class trip events.
- Mileage guideline for student to ride the school bus:
  - K-4 grades - 3/10 mile or more
  - Grades 5-12 - 9/10 mile or more
  - Non-public schools-up to 15 miles

# Go Green, Ride Yellow!



- Reciprocal Transportation Agreement with surrounding districts to minimize costs
  - Each shared bus run saves \$40,000+ in fuel, labor and vehicle costs and reduces greenhouse gases.
- OGS Fuel Contract
- Automation of 19A reporting/maintenance
- TransFinder Pro Implementation
  - Infinite Campus integration -information is live
  - Parent & Staff access to routing information
  - Contact families directly saving time and resources
- Stop-Arm Camera Technology Implementation pending Westchester County RFP award

# Efficiencies—



## Fleet Replacement Needs for 2024-2025

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- 1-66 Passenger Electric Bus - \$495,000
- Heavy-duty Repair Lift - \$75,000
- 3-36 Passenger ICE Vehicles - \$320,000

\*Vehicles to be funded through the Transportation Reserve and current year appropriations, without the need for borrowing.



# Fleet Replacement Needs

# Future Budget Discussions

- **March 21** - Building-Level, Curriculum & Instruction, & Pupil Personnel Budgets
- **April 4** - Superintendent's 2024-2025 Budget Adoption
- **May 9** - Public Budget Hearing
- **May 21** - Budget Vote & Trustee Election (CHHS, 6 AM- 9 PM)





**QUESTIONS?**

VOTE 5-21  
@CHHS

# Stay Connected



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Questions  
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