

# Shelter Island UFSD 2020-2021 Proposed Budget: “Fiscally Responsible Student Growth”

Board of Education Meeting of  
February 10, 2020



# Since we last met....

- The permissible property tax cap has changed from an increase of not more than 2.36% to not more than 2.13%. This occurred because the Governor's budget increased the District's Building Aid by \$28,001, which decreases the permissible tax levy increase.
- The NYS TRS contribution rate dropped from 10.25% to 9.53%, which saved the District about \$36,000 in mandatory contribution expenses.
- The administration made several adjustments to remove items from the budget that will not be needed in 2020-2021.

# Agenda....

- Review of the expenses and programmatic activities in certain sections of the budget
- Review of additional ballot items for the May 2020 vote
- Next steps

# Board of Education, District Clerk, Annual Meeting

- The Board of Education members serve as unpaid volunteers.
- The Board has primary responsibility to:
  - Adopt District policies
  - Approve the hiring and dismissal of District employees
  - Oversee the public's tax dollars and assets
- The District Clerk serves as the Board's secretary and records official actions of the Board.
- The Annual meeting is held each May.

# Central Administration and Support

- The Central Administration is the Superintendent of Schools and the operations of that office.
- The Business Office oversees purchasing, payroll, benefits, debt service, revenue receipt, central treasury, auditing compliance and real property insurance.
- These two offices are assisted in their work by outside entities, including:
  - External Auditor: An annual review of the District's finances and monetary operations.
  - Claims Auditor: An outside agent of the Board of Education who judges the correctness of each payment made by the District prior to the payment being finalized.
  - Legal Services: Legal experts who advise the District on all matters involving the law.

# Proposed Budget - BOE, Central Administration and Support

|                              | 2019-2020<br>Budget | 2019-2020<br>Revised Budget | Spent or Encumbered on<br>December 31 | <b>2020-2021<br/>Proposed Budget</b> | Percent Change |
|------------------------------|---------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|
| Board of Education           | \$110,168           | \$110,877                   | \$106,742                             | <b>\$114,071</b>                     | 3.54%          |
| Central Administration       | \$197,174           | \$214,052                   | \$209,487                             | <b>\$207,975</b>                     | 5.48%          |
| Business Office and Treasury | \$364,562           | \$362,559                   | \$434,594                             | <b>\$335,349</b>                     | -8.01%         |
| Auditing and Legal           | \$98,657            | \$127,157                   | \$78,176                              | <b>\$100,630</b>                     | 2.00%          |
| Purchasing and Personnel     | \$4,285             | \$2,569                     | \$2,569                               | <b>\$4,370</b>                       | 2.00%          |
| Real Property Insurance      | \$52,733            | \$52,733                    | \$51,838                              | <b>\$53,788</b>                      | 2.00%          |
| BOCES Administration         | \$111,698           | \$108,506                   | \$106,891                             | <b>\$113,932</b>                     | 2.00%          |
| <b>Total</b>                 | <b>\$939,277</b>    | <b>\$978,453</b>            | <b>\$990,297</b>                      | <b>\$930,115</b>                     | <b>-0.98%</b>  |

# Operations and Maintenance of Plant

- The District employs six people who are responsible to maintain, repair, clean and operate the District's buildings and property.
- The Department works with outside vendors on larger projects and on specialty projects, such as the abatement of hazardous materials.
- The Department works with the District's architect/engineer on long-range planning and the preventative maintenance of the real property of the District.

# Proposed Budget - Operations and Maintenance of Plant

|                      | 2019-2020<br>Budget | 2019-2020<br>Revised Budget | Spent or Encumbered on<br>December 31 | 2020-2021<br>Proposed Budget | Percent Change |
|----------------------|---------------------|-----------------------------|---------------------------------------|------------------------------|----------------|
| Plant Operations     | \$650,766           | \$650,755                   | \$580,938                             | \$608,016                    | -6.57%         |
| Plant Maintenance    | \$222,808           | \$212,983                   | \$187,765                             | \$262,675                    | 17.89%         |
| Printing and Postage | \$39,500            | \$39,500                    | \$28,910                              | \$40,450                     | 2.41%          |
| Data Processing      | \$28,325            | \$28,325                    | \$27,567                              | \$28,892                     | 2.00%          |
| <b>Total</b>         | <b>\$941,399</b>    | <b>\$931,562</b>            | <b>\$825,180</b>                      | <b>\$940,033</b>             | <b>-0.15%</b>  |

This line includes an appropriation to remove and replace asbestos-containing tile glue in at least one classroom.



# Academic Administration and General Classroom Instruction

- Two administrators and 28 teachers provide general classroom instruction to all of the District's students.
- The District also employs non-instructional personnel who assist teachers and administrators in the performance of this responsibility.
- Classroom Equipment is any object purchased for instructional use that costs more than \$500.
- Classroom Contractual Expenses include field trip fees and RTI expenses.
- Classroom Materials and Supplies include textbooks and instructional items under \$500.

# Proposed Budget - Academic Administration and General Classroom Instruction

|  | 2019-2020<br>Budget | 2019-2020<br>Revised Budget | Spent or Encumbered on<br>December 31 | <b>2020-2021<br/>Proposed Budget</b> | Percent Change |
|--|---------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|
| Academic Administration and Curriculum Development | \$331,133           | \$337,650                   | \$320,465                             | <b>\$349,224</b>                     | 5.46%          |
| Classroom Instructional Salaries                   | \$3,004,783         | \$3,023,501                 | \$2,827,524                           | <b>\$3,021,593</b>                   | 0.56%          |
| Classroom Non-Instructional Salaries               | \$103,381           | \$103,825                   | \$79,442                              | <b>\$102,782</b>                     | -0.58%         |
| Classroom Equipment                                | \$3,535             | \$3,535                     | \$3,475                               | <b>\$3,780</b>                       | 6.93%          |
| Classroom Contractual Expenses                     | \$32,640            | \$40,295                    | \$25,040                              | <b>\$40,115</b>                      | 22.90%         |
| Classroom Materials and Supplies                   | \$77,908            | \$82,925                    | \$69,701                              | <b>\$93,275</b>                      | 19.72%         |
| <b>Total</b>                                       | <b>\$3,553,381</b>  | <b>\$3,591,731</b>          | <b>\$3,325,646</b>                    | <b>\$3,610,769</b>                   | <b>1.62%</b>   |

Increase due to additional professional development.

Increase due to additional field trips and associated fees.

Increase due to additional programs in reading and skills instruction.

# Special Education

- Students with Special Education needs receive uniquely tailored instruction that meets their need. Such instruction includes:
  - Smaller class sizes
  - One-to-one aides to focus on learning tasks
  - Speech instruction, physical therapy and occupational therapy
  - Residential settings with limited outside influences
- The academic path of Special Education students is determined by the Committee on Special Education (CSE) which writes an Individual Education Plan (IEP) for the student.

# Occupational Education

- Select high school students can attend half-day courses at BOCES to learn career and occupational skills, such as automotive and marine engine repair, barbering, and culinary .
- Rates are set by BOCES and are subject to a three-year rolling average of enrollment.

# Summer School

- The District provides summer instructional opportunities for elementary-aged students with classes focusing on reading and math skills.
- The programs are taught by District teachers and run for the month of July.

# Guidance, Counseling and Health

- The District's guidance counselor works with students to select courses and plan a cohesive and logical progression of study during their years in the building. The guidance counselor then works with 12th grade students to apply for college and prepare for career pathways.
- The District's psychologist and social worker provide counseling and specialized services to students and families.
- The District's nurse monitors the health of students and works with families and local physicians to promote healthy lifestyles.

# Proposed Budget - Special Education, Occupational Education, Summer School, Library and Computer Instruction, and Guidance, Counseling and Health

|                                  | 2019-2020<br>Budget | 2019-2020<br>Revised Budget | Spent or Encumbered on<br>December 31 | 2020-2021<br>Proposed Budget | Percent Change |
|----------------------------------|---------------------|-----------------------------|---------------------------------------|------------------------------|----------------|
| Special Education                | \$1,075,091         | \$1,104,095                 | \$909,212                             | \$1,127,805                  | 4.90%          |
| Occupational Education           | \$27,694            | \$42,476                    | \$42,475                              | \$43,326                     | 56.45%         |
| Summer School                    | \$20,500            | \$20,832                    | \$15,708                              | \$23,575                     | 15.00%         |
| Library and Computer Instruction | \$287,569           | \$283,790                   | \$276,151                             | \$296,582                    | 3.13%          |
| Guidance, Counseling and Health  | \$492,935           | \$439,691                   | \$426,056                             | \$458,796                    | -6.93%         |
| <b>Total</b>                     | <b>\$1,903,788</b>  | <b>\$1,890,884</b>          | <b>\$1,669,602</b>                    | <b>\$1,950,083</b>           | 2.43%          |

Increase due to three-year rolling average of enrollment.

Increase due to additional days of instruction in July 2020.

# Co-Curricular Activities

- The District offers students the opportunity to participate in after-school clubs, including:
  - Book Craft Club, Video Game/Programming Club, NJHS, Jazz Band, Select Choir, Debate Tea, DECA Business Club, School Newspaper, Science Club, Student Council, Unity Club, Yearbook, NHS
- The District's field trip chaperones are paid from this section of the budget.
- The District's Science Fair and newspaper are funded from this section of the budget.



# Athletics

- The District offers the following athletic opportunities for students in grades 7 through 12:

| Level   | Sport         | Gender |  | Level      | Sport      | Gender |
|---------|---------------|--------|--|------------|------------|--------|
| Varsity | Baseball      | Boys   |  | JV         | Basketball | Boys   |
| Varsity | Basketball    | Boys   |  | JV         | Basketball | Girls  |
| Varsity | Cross Country | Boys   |  | JV         | Softball   | Girls  |
| Varsity | Cross Country | Girls  |  | JV         | Volleyball | n/a    |
| Varsity | Golf          | n/a    |  | JHS        | Basketball | Boys   |
| Varsity | Volleyball    | n/a    |  | JHS        | Basketball | Girls  |
| Varsity | Winter Track  | n/a    |  | JHS        | Volleyball | Girls  |
| n/a     | Cheerleading  | n/a    |  | Intramural | Fitness    | n/a    |
|         |               |        |  | Intramural | Running    | n/a    |
|         |               |        |  | Intramural | Tennis     | n/a    |

# Proposed Budget - Co-Curricular and Athletics

|                          | 2019-2020<br>Budget | 2019-2020<br>Revised Budget | Spent or Encumbered on<br>December 31 | <b>2020-2021<br/>Proposed Budget</b> | Percent Change |
|--------------------------|---------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|
| Co-Curricular Activities | \$95,295            | \$93,298                    | \$73,561                              | <b>\$98,331</b>                      | 3.19%          |
| Athletics                | \$170,687           | \$179,998                   | \$136,932                             | <b>\$172,586</b>                     | 1.11%          |
| <b>Total</b>             | <b>\$265,982</b>    | <b>\$273,296</b>            | <b>\$210,493</b>                      | <b>\$270,917</b>                     | 1.86%          |

# Transportation

- The District provides transportation for students both on-island as well as off-island.
- The District is responsible for transporting students to any private placement within 15 miles of the student's home (50 miles for Special Education students).
- The District budgets for the cost of contract bus companies as well as ferry fare for the North and South Ferries.

# Proposed Budget - Transportation

|              | 2019-2020<br>Budget | 2019-2020<br>Revised Budget | Spent or Encumbered on<br>December 31 | <b>2020-2021<br/>Proposed Budget</b> | Percent Change |
|--------------|---------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|
| Busing       | \$387,003           | \$367,787                   | \$328,425                             | <b>\$395,690</b>                     | 2.24%          |
| Ferries      | \$109,395           | \$109,395                   | \$86,117                              | <b>\$116,710</b>                     | 6.69%          |
| <b>Total</b> | <b>\$496,398</b>    | <b>\$477,182</b>            | <b>\$414,542</b>                      | <b>\$512,400</b>                     | <b>3.22%</b>   |

# Pension and Social Security

- All employees of the District are required to participate in either the New York State Teachers Retirement System (teachers and administrators) or the New York State Employees Retirement System (clerical, custodial and other support staff).
- The systems set contribution rates and the District is required to pay the product of an employee's salary multiplied by the relevant contribution rate.

# Health Insurance and Other Benefits

- Contribution rates are negotiated in employment contracts and cannot be changed except through the agreement of both the District and the relevant union.
- All active employees taking the health insurance pay a portion of the cost. Most retirees, however, do not pay a portion of the cost.
- The District also must budget for unemployment claims, workers' compensation claims and associated benefit costs.

# Proposed Budget - Pensions, Health Insurance and Other Benefits

|                                      | 2019-2020<br>Budget | 2019-2020<br>Revised Budget | Spent or Encumbered on<br>December 31 | <b>2020-2021<br/>Proposed Budget</b> | Percent<br>Change |
|--------------------------------------|---------------------|-----------------------------|---------------------------------------|--------------------------------------|-------------------|
| Pension and Social Security          | \$1,184,139         | \$1,184,139                 | \$817,740                             | <b>\$1,115,287</b>                   | -5.81%            |
| Health Insurance &<br>Other Benefits | \$2,068,513         | \$2,068,513                 | \$2,008,835                           | <b>\$2,217,855</b>                   | 7.22%             |
| <b>Total</b>                         | <b>\$3,252,652</b>  | <b>\$3,252,652</b>          | <b>\$2,826,575</b>                    | <b>\$3,333,142</b>                   | <b>2.47%</b>      |

# Debt Service

- The District has issued bonds or other borrowings that represent the unconditional promise of the District to repay the loan.
- Debt schedules are determined at the time the loan is finalized.
- The District also borrows money each fall in anticipation of property tax receipts being received beginning each January. This Tax Anticipation Note is repaid each June, with interest.



# Transfers to Other Funds

- The District must cover a portion of the costs of summer instruction for certain Special Education students. The balance is paid via grant to the Special Aid Fund.
- Ideally, the Cafeteria should support itself through the sale of food to students and staff. Due to its operating expenses and limited revenue sources, the Cafeteria runs a deficit each year. The General Fund then must support such deficits through a transfer to the Cafeteria Fund.

# Proposed Budget - Debt Service and Transfers to Other Funds

|   | 2019-2020<br>Budget | 2019-2020<br>Revised Budget | Spent or Encumbered on<br>December 31 | <b>2020-2021<br/>Proposed Budget</b> | Percent Change |
|---|---------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|
| Bonds Principal and Interest                          | \$362,059           | \$362,059                   | \$362,059                             | <b>\$366,156</b>                     | 1.13%          |
| Energy Performance Contract<br>Principal and Interest | \$82,982            | \$82,982                    | \$82,982                              | <b>\$82,982</b>                      | 0.00%          |
| Tax Anticipation Note Interest                        | \$35,000            | \$35,000                    | \$19,583                              | <b>\$36,000</b>                      | 2.86%          |
| Transfer to Special Aid Fund                          | \$10,404            | \$10,404                    | \$0                                   | <b>\$10,425</b>                      | 0.20%          |
| Transfer to Cafeteria Fund                            | \$91,555            | \$91,555                    | \$0                                   | <b>\$102,000</b>                     | 11.41%         |
| <b>Total</b>  | <b>\$582,000</b>    | <b>\$582,000</b>            | <b>\$464,624</b>                      | <b>\$597,563</b>                     | <b>2.67%</b>   |

# Proposed Budget - Summary

|                                      | 2019-2020<br>Budget | 2019-2020<br>Revised Budget | Spent or Encumbered on<br>December 31 | 2020-2021<br>Proposed Budget | Percent Change |
|--------------------------------------|---------------------|-----------------------------|---------------------------------------|------------------------------|----------------|
| Central Administration and Support   | \$939,277           | \$978,453                   | \$990,297                             | \$930,115                    | -0.98%         |
| Operations and Maintenance of Plant  | \$941,399           | \$931,562                   | \$825,180                             | \$940,033                    | -0.15%         |
| Instruction                          | \$5,723,152         | \$5,755,910                 | \$5,205,742                           | \$5,831,769                  | 1.90%          |
| Transportation                       | \$496,398           | \$477,182                   | \$414,542                             | \$512,400                    | 3.22%          |
| Benefits                             | \$3,252,652         | \$3,252,652                 | \$2,826,575                           | \$3,333,142                  | 2.47%          |
| Debt Service and Interfund Transfers | \$582,000           | \$582,000                   | \$464,624                             | \$597,563                    | 2.67%          |
| <b>Total</b>                         | <b>\$11,934,877</b> | <b>\$11,977,759</b>         | <b>\$10,726,960</b>                   | <b>\$12,145,022</b>          | <b>1.76%</b>   |

The proposed budget as presented is property tax cap compliant.

# Other Ballot Propositions

- The Board of Education will be asked to consider three additional ballot propositions to place before the voters:
  - The establishment of a Repair Reserve Fund
  - The issuance of a bond to fund the upgrade to the building's septic system
  - The expenditure of funds from the 2006 Capital Reserve
- These proposals will be explained in greater detail on March 2

# Next Time....

- March 2 - Budget Workshop and Additional Ballot Items
- March 16 - Budget Overview and Adjustments
- April 20 - Budget Adoption by the Board of Education
- May 11 - Budget Hearing at Board of Education Meeting
- May 19 - Budget Vote - 12:00 pm until 9:00 pm at the School Gym