

BOARD OF FINANCE
TOWN OF CORNWALL
NOTICE OF A SPECIAL MEETING ON
Thursday, March 8, 2018

Notice is hereby given that the Board of Finance will hold a Special meeting March 8th, 2018 at 7:30 in the Cornwall Town Hall, 24 Pine Street, Cornwall CT.

- 1) BoE presents proposed budget
for FY 2018 - 2019
- 2) Budget FY 2018 - 2019
- 3) Public Comment
- 4) Adjournment

Posted with the Cornwall Town Clerk
03/06/18

Cornwall Board of Education 2018-2019 Summary

CATEGORY	BUDGET 2016-2017	ACTUAL 2016-2017	BUDGET 2017-2018	ESTIMATED 2017-2018	PROPOSED 2018-2019	+/-	% CHANGE
1: PERSONNEL - SALARIES	1,575,423	1,526,922	1,544,281	1,505,943	1,433,874	-110,407	-7.15%
2: EMPLOYEE BENEFITS	551,142	475,647	503,388	423,040	450,179	-53,209	-10.57%
3: PROF. AND TECH SERVICES	50,805	30,148	62,760	65,677	55,158	-7,602	-12.11%
4: PURCHASED PROPERTY SERVICES	89,660	114,368	71,041	80,258	79,592	8,551	12.04%
5: OTHER PURCHASED SERVICES	305,689	283,075	232,107	230,388	242,192	10,085	4.34%
6: SUPPLIES	136,692	191,540	94,818	93,511	94,784	-34	-0.04%
7: EQUIPMENT	16,150	60,487	4,750	6,058	3,932	-818	-17.22%
8: DUES AND FEES	2,068	942	900	1,735	1,400	500	55.56%
TOTAL CCS	2,727,629	2,683,129	2,514,045	2,406,610	2,361,111	-152,934	-6.08%
TOTAL REGION ONE	1,356,330	1,325,805	1,462,662	1,456,180	1,655,525	192,863	13.19%
TOTAL BOARD OF EDUCATION	4,068,862	4,008,934	3,976,707	3,862,790	4,016,636	39,929	1.00%

*The total cost of copying, printing, and lease of new wireless copier/printer is approximately \$8000 and has been shifted from sections 6 and 7 to sections 4 and 5. Our copiers and printers are managed remotely by a copier service and we now pay only a per copy charge. Hence the shift from equipment and supplies to purchased services. Eliminating the retail purchase of ink and toner, monitoring printer usage, and using an updated and more efficient machine has resulted in overall cost savings.

CORNWALL

BOARD OF EDUCATION

ITEMIZED COST ESTIMATE FOR EDUCATION FY 2018-2019

	EXPLANATIONS	LINE ITEMS	Approved Budget 2016-2017	Actual Budget 2016-2017	Approved Budget 2017-2018	Estimated Expend. 2017-2018	Proposed Budget 2018-2019	CCS-->	
								Region Ont	Total-->
								VS	% +/-
1		1.1 - CERTIFIED PERSONNEL	\$4,068,862	4,008,934	3,976,707	\$3,862,790	\$4,016,636	2,361,111	-6.08%
2	Reduction due to one teacher retirement and reduction of ELA teacher from 1.0 to .6 FTE.	1111000 · Teachers	958,745	953,082	1,008,306	973,208	887,530	1,655,525	13.19%
3	Based on estimated Federal Title One of \$35K	1111250 · Title I Reading	78,378	55,870	81,363	65,930	68,145	4,016,636	1.00%
4	2% raise 17-18 to 18-19	1112410 · Principal	112,032	112,031	110,032	115,392	117,700		
5		Total 1.1 · CERTIFIED PERSONNEL	1,149,154	1,120,983	1,199,701	1,154,530	1,073,375		
6		1.2 · CLASSIFIED & PROFESSIONAL							
7	One full time teacher assistant.	1121000 · Teacher Assistants	69,136	48,725	22,110	22,110	22,754	644	2.91%
8	Cornwall finance director provides accounting support, no longer part of Board Clerk Line.	1121003 · Finance Director		0	10,870	10870	11,196	326	3.00%
9	Hours reduced in 17-18 budget have been added back to this estimate, 2.9% raise	1142134 · Nurse - Professional	47,229	36,389	45,848	49,375	50,357	4,509	9.83%
10	Raise per contract	1152222 · Library Para	26,494	25,074	24,035	24,035	24,731	696	2.90%
11	Hours reduced in 17-18 budget have been added back to this estimate, raise per contract	1152312 · Board Clerk	44,980	51,320	37,939	40,468	41,649	3,710	9.78%
12	Raise per contract	1162411 · Administrative Assistant	54,476	58,342	53,883	53,883	55,446	1,563	2.90%
13	Two full time custodians, raise per contract	1172610 · Custodians	107,822	112,562	96,244	97,444	99,289	3,045	3.16%
14	No increase expected.	1172612 · Building - Extra Use	2,114	338	2,173	2,173	2,200	27	1.24%
15	Child care for meetings	1172616 · Child Care		190			200	200	0.00%
16		Total 1.2 · CLASSIFIED & PROFESSIONAL	352,251	332,941	293,102	300,358	307,822	14,720	5.02%
17		1.3 TEMPORARY STAFF--CERT., CLASS. & PROF.						0	0.00%
18	Decrease afterschool care program contribution to \$4000, costs covered by tuition, grants, and donations.	1211002 · Enrichment, After School Program	5,000	1,485	10,000	10,000	9,000	-1,000	-10.00%
19	Stipends for extra duty per contract: 8th grade coordinator, theater director, music director, yearbook advisor, outdoor education coordinator, student council advisor, school play, robotics coach, quiz bowl coach and homework club coverage.	1211004 · Teachers, Extra Duty	11,443	3,634	9,258	9,258	10,181	923	9.97%
20		1211005 · Teachers, Special Assignments	9,912	16,680	2,000	-2,324	2,000	0	0.00%
21	One coach per season, teams combined and costs shared with other Region One schools.	1211013 · Interscholastic Coaches	13,192	8,084	6,219	6,219	6,312	93	1.50%
22	Hourly pay increased to be commensurate with current nursing pay rates.	1211100 · Teacher Assistant Subs	2,295	1,913	1,020	1,450	1,020	0	0.00%
23		1212134 · Nurse Subs	3,504	12,945	3,452	3,452	3,613	161	4.66%
24	Office sub hours added back in--turned out not to be an effective way to cut costs.	1212411 · Office Subs	2,707	2,575	1,000	2,200	2,200	1,200	120.00%
25		1212610 · Custodian Subs	11,565	6,383	4,714	4,800	4,851	137	2.90%

CORNWALL

BOARD OF EDUCATION

ITEMIZED COST ESTIMATE FOR EDUCATION FY 2018-2019

EXPLANATIONS	LINE ITEMS	Approved Budget		Approved Budget		Estimated Expend.		Proposed Budget		CCS-->	
		2016-2017	2016-2017	2017-2018	2017-2018	2017-2018	2018-2019	Region Ont	Total-->	Prior	% +/-
26 Reduced estimate reflects reduced number of teachers	1231000 · Teacher Subs	14,400	19,300	13,815	16,000	13,500					
27	Total 1.3 · TEMP STAFF-CERT.,CLASS. & PE	74,018	72,999	51,478	51,055	52,677					
28	TOTAL 1 · PERSONNEL - SALARIES	1,575,423	1,526,922	1,544,281	1,505,943	1,433,874					
29	2 - EMPLOYEE BENEFITS										
30 Reflects reduction in staff, change in staff needs and less expensive product for certified staff. Estimated 12% increase for Aetna (non-certified staff health insurance) and 4.5% increase for Metlife (dental insurance).											
31 Health insurance for certified staff no longer includes HSA	2101000 · Health Insurance	419,816	351,360	383,240	314,043	351,033					
32 Reduced certified staff	2101100 · HSA-Health Savings Acct	37,225	36,000	36,200	30,200	15,000					
33 Reduced certified staff	2110000 · Life Insurance	2,867	2,976	2,758	2,682	2,344					
34	2200000 · Social Security	24,923	23,856	25,141	20,696	23,802					
35	2210000 · Medicare	21,840	19,823	18,172	19,314	19,085					
36 One teacher taking a course in 18-19	2300000 · Pension	24,355	21,698	19,604	19,604	20,915					
37	2500000 · Tuition Reimbursement	1,875	2,289	0	0	1300					
38 Budget 17-18 higher than actual.	2611000 · Unemployment	100	0	100	0	100					
39	2700000 · Workers' Compensation	18,142	17,646	18,173	16,501	16,600					
40	TOTAL 2 · EMPLOYEE BENEFITS	551,142	475,647	503,388	423,040	450,179					
41	3 - PROFESSIONAL AND TECHNICAL SERVICES										
42 Health Office software program	3.1 · ADMINISTRATIVE SERVICES										
43 Done in-house now	3102134 · Health Office Software Spt	305	302	321	321	325					
44 Cost share for Powerschool- student/staff information management software	3102319 · Enumeration	375	0	0	0	0					
45 Staff attendance tracking and substitute position-filling system	3102410 · Office Database Software Spt	1,100	921	1,091	1,089	1,100					
46 Quickbooks payroll support	3102411 · AESOP Support	660	572	573	595	600					
47	3102515 · Accounting Software & Support	1,696	1,758	1,700	1,750	1,750					
48	TOTAL 3.1 · ADMINISTRATIVE SERVICES	4,136	3,555	3,685	3,755	3,775					
49 Covers all field trips, special programs and assemblies.	3.2 · PROFESSIONAL EDUCATIONAL SERVICES										
50 Annual canoe trip and ropes course. No Nature's Classroom in FY 19 because trip is run in alternating years.	3201000 · Field Trips/Special Programs	10,100	6,410	5,067	6,000	5,658					
51	3201001 · Outdoor Education Programs	2,300	510	8,300	8,300	1,710					
52	3201003 · Sports Clinics	225	0	240	240	100					
53 CCS portion of Region One library inventory and Follett Destiny software subscriptions.	3202219 · Education Connection	210	169	210	210	210					
54 Estimate	3202222 · Library Software Support	1,276	1,654	1,100	850	1,100					
	3231003 · Mohawk - Instruction	4,104	3,798	5,300	5,300	5,500					

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BOARD OF EDUCATION

ITEMIZED COST ESTIMATE FOR EDUCATION FY 2018-2019		Approved Budget 2016-2017	Actual 2016-2017	Approved Budget 2017-2018	Estimated Expend. 2017-2018	Proposed Budget 2018-2019	CCS ->	
EXPLANATIONS		2016-2017	2016-2017	2017-2018	2017-2018	2018-2019	Region Ont	Total ->
LINE ITEMS								
55	Fluctuation due to multi-year, cost saving contracts. New line for 17-18, previously under line 107. Educational support programs, including Waterford, Reading A-Z, Bookflix, PBIS, Wordly Wise, IXL Math and ELA, Type to Learn, Soundtrap, Mixcraft, Rosetta Stone, Newsela, Renaissance Learning, Learn Naturally. Also includes Digital Purchase Order and Sharefile.	\$4,068,862	4,008,934	3,976,707	\$3,862,790	\$4,016,636	2,361,111	-6.08%
56							1,655,525	13.19%
57							4,016,636	1.00%
58	Estimate usually higher than actual, as often these costs are covered by grants.			18,614	23617	16615	-1,999	-10.74%
59		3,202,000	3,202,000	3,202,000	3,202,000	3,202,000	-7,698	-19.95%
60							0	0.00%
61							0	0.00%
62							0	0.00%
63							-1,084	-41.95%
64							0	0.00%
65							3,590	123.00%
66							-100	-20.00%
67							-2,500	-33.33%
68							6	0.04%
69							-7,602	-12.11%
70							0	0.00%
71							0	0.00%
72							0	0.00%
73							5	7.69%
74							44	1.01%
75							160	1.66%
76							800	0.00%
77							1,009	6.78%
78							250	31.25%
79							200	0.00%
80							0	0.00%

***Contract for maintenance and repair of old copiers ends July 1 2019. Also includes cost of maintaining laminator

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ITEMIZED COST ESTIMATE FOR EDUCATION FY 2018-2019

		Approved Budget 2016-2017	Actual 2016-2017	Approved Budget 2017-2018	Estimated Expend. 2017-2018	Proposed Budget 2018-2019	CCS--> Region On: 2,361,111 Total--> 1,655,525	-6.08%
		Approved Budget 2016-2017	Actual 2016-2017	Approved Budget 2017-2018	Estimated Expend. 2017-2018	Proposed Budget 2018-2019	CCS--> Region On: 4,016,636 Total--> 1,655,525	13.19%
		Approved Budget 2016-2017	Actual 2016-2017	Approved Budget 2017-2018	Estimated Expend. 2017-2018	Proposed Budget 2018-2019	CCS--> Region On: 4,016,636 Total--> 4,016,636	1.00%
		Approved Budget 2016-2017	Actual 2016-2017	Approved Budget 2017-2018	Estimated Expend. 2017-2018	Proposed Budget 2018-2019	VS Prior	% +/-
		Approved Budget 2016-2017	Actual 2016-2017	Approved Budget 2017-2018	Estimated Expend. 2017-2018	Proposed Budget 2018-2019	Budget	% +/-
	EXPLANATIONS							
81	Boiler service, pneumatic thermostats, emergency service, general plumbing repairs.	13,980	10,474	9,580	9,580	10,180	600	6.26%
82	Generator inspection and maintenance, elevator maintenance and inspection.	4,460	6,313	4,460	4,460	4,460	0	0.00%
83	Locksmith, emergency electrical, pest control.	3,240	1,650	2,555	2,708	2,801	246	9.53%
84	Exterior or interior minor painting	8,000	8,000	1,000	3,000	1,000	0	0.00%
85	Increase due to aging tractor	600	1,445	600	550	850	250	41.67%
86	Yearly asbestos monitoring	600	7,975	600	550	550	-50	-8.33%
87	Increase due to costly pesticide/herbicide test due this year. Also includes testing for asbestos, bacteria, lead and copper, inorganic chemicals, nitrates/nitrites.	457	2,100	1,057	1,057	2,452	1,395	131.98%
88	Includes cost for Simplex/Grinnell for fire alarm system maintenance, renewal of contract through 6/2022, fire extinguisher testing and inspections, and NW alarm services and tracking.	10,000	12,897	10,269	10,269	10,356	87	0.85%
89	IT support: covers maintenance of network and hardware, troubleshooting and repairing computer hardware and software problems, software installation, virus removal and containment, and data back-up.	450	314	450	250	450	0	0.00%
90	Wireless copier/printer lease now on this line, previously in line 168. Occasional ski rentals.	25,000	35,551	23,000	28,000	25,000	2,000	8.70%
91		68,812	88,063	54,971	61,624	59,949	4,978	9.06%
92							0	0.00%
93		500	0	500	0	0	-500	-100.00%
94		2,528	849	680	3,744	3,744	3064	450.59%
95		3,028	849	1,180	3,744	3,744	2,564	217.29%
96		89,660	114,368	71,041	80,258	79,592	8,551	12.04%
97							0	0.00%
98							0	0.00%
99	Increase 3% for buses, pre-pay 2.25 gallon for diesel (estimated as of 1/31/18)	237,977	210,038	182,640	182,640	189,914	7,274	3.98%
100	Amount adjusted to reflect current year's costs.	14,000	15,892	14,000	8,000	11,000	-3,000	-21.43%
101		251,977	225,929	196,640	190,640	200,914	4,274	2.17%
102							0	0.00%
103	CCS share of student accident insurance.	275	328	328	287	328	0	0.00%
104	Multi-Peril includes school leaders' liability, property, transportation, and general liability. Estimate based on historical increases.	23,339	25,928	24,039	24,130	25,200	1,161	4.83%

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BOARD OF EDUCATION

ITEMIZED COST ESTIMATE FOR EDUCATION FY 2018-2019

Line Item	EXPLANATIONS	Approved Budget 2016-2017	Actual 2016-2017	Approved Budget 2017-2018	Estimated Expend. 2017-2018	Proposed Budget 2018-2019	Region On		CCS ->	
							Budget	% +/-	Total ->	Total ->
105		23,614	26,256	24,367	24,417	25,528	1,161	4.76%	2,361,111	-6.08%
106							0	0.00%	1,655,525	13.19%
107	Internet access through CEN, \$375 per quarter	18,548	19,902	1,500	2,100	1,500	0	0.00%	4,016,636	1.00%
108	Postage stamps and UPS.	900	1,103	600	800	800	200	33.33%		
109	Approximately \$440 monthly charge. Long distance \$10 -\$20 per month.	5,600	5,758	5,600	5,614	5,650	50	0.89%		
110		25,048	26,762	7,700	8,514	7,950	250	3.25%		
111							0	0.00%		
112	Cost of placing bid notices in local papers.	200	139	200	100	200	0	0.00%		
113			1,684		0	0	0	0.00%		
114		200	1,823	200	100	200	0	0.00%		
115							0	0.00%		
116	Summer skills program for Cornwall students only.	2,500		2,500	2,317	2,500	0	0.00%		
117		2,500	1,684	2,500	2,317	2,500	0	0.00%		
118							0	0.00%		
119	No expected change in travel reimbursements.	1,200		200	200	200	0	0.00%		
120		400	0	100	100	100	0	0.00%		
121		300	161	300	300	300	0	0.00%		
122		450	390	100	100	100	0	0.00%		
123		2,350	70	700	700	700	0	0.00%		
124							0	0.00%		
125	Copy/print: per copy contract and service. Used to be split between lines 136 and 155. Service placed on one line to better track costs.	0	0	0	4400	4400	4400	0.00%	4400	0.00%
126					4400	4400	4400	0.00%	4400	0.00%
127		305,689	283,075	232,107	230,388	242,192	10,085	4.34%	10,085	4.34%
128							0	0.00%	0	0.00%
129							0	0.00%	0	0.00%
130	Limited to specific teacher requests.	24,000	30,844	12,593	16,102	14,273	1,680	13.34%	1,680	13.34%
131	Current testing methods do not require the purchase of materials.	500	0		0	0	0	0.00%	0	0.00%
132	Bandages, ice packs, pain relievers, allergy medication, etc.	500	441	300	367	300	0	0.00%	0	0.00%
133	Book covers, labels.	315	179	134	50	134	0	0.00%	0	0.00%
134		300	18	100	100	100	0	0.00%	0	0.00%

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ITEMIZED COST ESTIMATE FOR EDUCATION FY 2018-2019

		Approved Budget 2016-2017	Actual 2016-2017	Approved Budget 2017-2018	Estimated Expend. 2017-2018	Proposed Budget 2018-2019	CCS→	
							Region Ont	Total→
							2,361,111	-6.08%
							1,655,525	13.19%
							4,016,636	1.00%
							% +/-	
EXPLANATIONS	LINE ITEMS	Approved Budget 2016-2017	Actual 2016-2017	Approved Budget 2017-2018	Estimated Expend. 2017-2018	Proposed Budget 2018-2019	VS Prior	Budget
135 Milk for lunches, awards, snack/cereal supply for children who forget lunch, compliance posters, apples and carrots, open house supplies.	6102310 · Board of Ed Supplies	1,400	3,992	1,800	3,383	2,500	700	38.89%
136 Cost of copies removed from this. Copying costs now in line 125.	6102410 · Office Supplies	4,500	6,049	1,600	1,600	1,600	0	0.00%
137 Positive Behavioral Intervention and Supports program supplies, including "Coyote Coupons."	6102411 · PBIS Supplies	500	132	50	150	150	100	200.00%
138 Graduation expenses: caps and gowns, diplomas, programs.	6102490 · Graduation	1,200	1,663	900	400	900	0	0.00%
139 Cleaning supplies, paper products, garbage bags, mulch, gloves, placemats, Magic Salt for walkways.	6132600 · Maintenance Supplies	15,550	16,084	10,000	10,000	10,000	0	0.00%
140	Total 6.1 · SUPPLIES	48,765	59,403	27,477	32,152	29,957	2,480	9.03%
141	6.2 · ENERGY						0	0.00%
142 Based on this year's charges	6222610 · Electricity	41,354	70,143	29,682	27,945	30,000	318	1.07%
143 Kitchen gas stove	6232610 · Propane	150	46	150	71	150	0	0.00%
144 2.25 per gallon estimate as of 1/31/2018, prepay 13,500 gallons. Last year estimated for only 12500 gallons.	6242610 · Fuel Oil	27,216	26,140	24,625	26,595	28,125	3,500	14.21%
145	6262620 · Gasoline	100	68	100	100	100	0	0.00%
146	Total 6.2 · ENERGY	68,820	96,396	54,557	54,711	58,375	3,818	7.00%
147	6.3 · BOOKS, PERIODICALS, & DIGITAL MEDIA						0	0.00%
148 No teacher requests for textbooks.	6401000 · Textbooks	2,408	1,568		0	0	0	0.00%
149 Multiple copies of books for classroom libraries.	6401100 · Tradebooks	3,260	21,176	1,866	2,800	2,500	634	33.98%
150 Classroom and library magazines.	6402220 · Periodicals	906	1,459	993	670	777	-216	-21.75%
151	6402222 · Library Collection	3,500	3,162	2,011	2,011	2,000	-11	-0.55%
152 Books for teachers about education topics.	6402410 · Professional Books	1,000	662	250	292	300	50	20.00%
153	Total 6.3 · BOOKS & PERIODICALS	11,075	28,027	5,120	5,773	5,577	457	8.93%
154	6.4 · TECH SUPPLIES						0	0.00%
155 Decrease due to no longer purchasing ink and toner. Per copy charge reflected in line 125. Other items: external drives, flash drives, cables, batteries, access points.	6502230 · Tech-Related Supplies	7,032	7,221	7,264	750	750	-6,514	-89.68%
156 App purchases or upgrades.	6502231 · Tech-Related Software/Apps	1,000	493	400	125	125	-275	-68.75%
157	Total 6.4 · TECH SUPPLIES	8,032	7,714	7,664	875	875	-6,789	-88.58%
158	Total 6 · SUPPLIES	136,692	191,540	94,818	93,511	94,784	-34	-0.04%
159	7 · EQUIPMENT						0	0.00%
160	7.1 · EQUIPMENT						0	0.00%
161 New vacuum cleaner	7312600 · Maintenance Equipment	4,800	4,712	0	0	800	800	0.00%
162 Chairs for outdoor classroom, video camera	7331000 · Classroom Furniture/Equipmt	1,800	16,563	500	2,000	822	322	64.40%

