



# Skaneateles Central School District

*Excellence in Education*

**To:** SCSD Board of Education

**From:** Christine DeMass, Assistant Superintendent for Business Operations

**Date:** February 25, 2020

**Re:** Administrative Budget Review II

**Purpose of Recommendation:** To inform the Board of current priority planning for the administrative component of the 2020-2021 budget and to request direction for proceeding with budget design.

**Background of Recommendation:** The 2019-2020 administrative budget at SCSD constitutes 11.93% of the total general fund budget. For the 2020-2021 budget, our goal is to ensure that our current level of administration and administrative assistance is providing appropriate support to the program and capital budgets, is allowing for effective and efficient operation of the Business and Central Offices, and therefore continues to provide a good return on investment to the community. The following information is what is known at this time. Totals are subject to change upon receipt of BOCES final service requests as well as directives from the board.

**Board of Education:** A slight decrease of approximately \$456 (1.3%) is anticipated due to a decrease in the cost of our policy services through BOCES. This will be confirmed once final services requests are received in weeks ahead.

**Central Administration:** The overall Central Administration section is currently still under review. More information will be given once the Board of Education appoints a new Superintendent.

**Finance (District Office, Tax Collector, Auditing, Purchasing, Fiscal Agent Fee):** The overall Finance section of the administrative budget is anticipated to increase. This is mostly due to salary increases. More information will be given once salaries have been negotiated. Otherwise, there is a \$4,000 (8.8%) decrease in auditing services due to a change in external audit services. Purchasing and Fiscal Agent Fee are anticipated to be fairly flat.

**Personnel & Records Management:** The overall Personnel and Records Management section of the administrative budget is anticipated to decrease by approximately \$20,000 (25%). This is

due to the reduction of the contractual personal code OA.1430.400. Expenses for contractual reimbursements of administrators and confidential/managerial employees used to be paid out of this code. This has changed to align the expenses with their function and location and, therefore, this code can be reduced.

**Public Information and Services:** The overall Public Information section of the administrative budget is anticipated to remain flat. This will be confirmed once final service requests are received.

**Other Central Services (Central Printing and Mail, Central Data Processing):** There is an anticipated decrease of approximately \$80,000 (15%) in this area of the budget. This is generally due to discontinuing a BOCES service for managed technical support. A recommendation will be made to the board to add a FTE to replace these services. This cost will be reflected in the program portion of the budget.

**Unallocated Insurance and School Association Dues:** There is an anticipated increase of about approximately \$9,100 (6%) for increase of general liability insurance and Cyber Liability Insurance.

**Other Special Items (BOCES Administrative Costs and BOCES Capital Expenses):** This portion of the budget is anticipated to increase approximately \$36,045 (13%). This is due to the increase in the BOCES administrative and capital budgets, which include expenses for increase in rent and the new energy performance contract.

**Curriculum Development and Supervision:** There is an anticipated slight increase (around 1%) in this line which mostly due to negotiated salary increases.

**Supervision of Regular Schools:** This portion of the budget is anticipated to decrease about \$38,000 (4.1%) primarily due the recoding of our school guards in another area of the budget. Increases within the overall codes are due to negotiated salary increases.

**Research, Planning & Evaluation/In-service Training-Instruction:** There is an anticipated decrease of about \$32,000 (12%) in these budget lines due the removal of expenses for the transportation consultant and the consultant for the facility usage study utilized in the 19-20 school year.

**Employee Benefits:** The estimated TRS rate is 9.53 for the 20-21 school year, up from 8.86. Health insurance is expected to remain flat while dental insurance is expected to increase by 6% in the 2020 calendar year (remain flat until June 30, 2021). ERS rates are anticipated to fall to remain flat at 14.6. Social security will increase due to the increase in salaries and worker's

compensation will increase to align with actual costs. Life, unemployment and disability insurance as expected to remain flat.

**Recommendation:** We recommend that the Board direct administration to proceed with current plans in these areas and provide information to the Audit, Budget, and Finance Advisory Committee at the next scheduled meeting.