

**NOTICE OF MEETING  
SCHOOL DISTRICT NO. 17**

Notice is hereby given of a Board of Education meeting of School District No. 17, in the County of Douglas, will be meeting for a budget retreat at 8:00 a.m. on **Monday, June 12, 2006** at 5606 South 147th Street, Omaha, Nebraska.

An agenda for such meetings, kept continuously current are available for public inspection at the office of the superintendent at 5606 South 147th Street, Omaha, Nebraska.

JULIE JOHNSON,  
Secretary

6-9-06

**THE DAILY RECORD  
OF OMAHA**

**RONALD A. HENNINGSEN, Publisher  
PROOF OF PUBLICATION**

UNITED STATES OF AMERICA, }  
The State of Nebraska, } ss.  
District of Nebraska, }  
County of Douglas, }  
City of Omaha, }

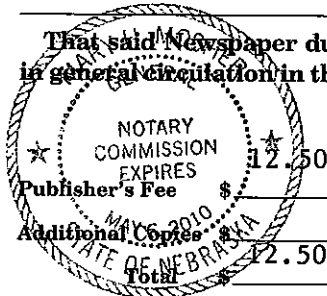
**J. BOYD**

being duly sworn, deposes and says that she is

**LEGAL EDITOR**

of **THE DAILY RECORD**, of Omaha, a legal newspaper, printed and published daily in the English language, having a bona fide paid circulation in Douglas County in excess of 300 copies, printed in Omaha, in said County of Douglas, for more than fifty-two weeks last past; that the printed notice hereto attached was published in **THE DAILY RECORD**, of Omaha, on \_\_\_\_\_  
June 9, 2006

That said Newspaper during that time was regularly published and in general circulation in the County of Douglas and State of Nebraska.



Subscribed in my presence and sworn to before  
me this 9th day of  
June 2006

Notary Public in and for Douglas County,  
State of Nebraska

## MILLARD PUBLIC SCHOOLS

### BUDGET RETREAT

The Board of Education will meet on Monday, June 12, 2006, at 8:00 a.m. at the Don Stroh Administration Center, 5606 South 147th Street.

Public Comments on agenda items - This is the proper time for public questions and comments on agenda items only. Please make sure a request form is given to the Board Vice-President before the meeting begins.

### A G E N D A

1. Budget 2006-2007

Public Comments - This is the proper time for public questions and comments on any topic. Please make sure a request form is given to the Board Vice President before the meeting begins.

**FYE07 Budget  
Q-Sort Results**

<b>Total Votes</b>	<b>Program Area Description</b>	<b>Budget Level</b>	<b>Incremental Cost</b>	<b>Cumulative Cost</b>
39	Business Services	103.5	1,370,718	1,370,718
39	Contingency	Fixed	1,000,000	2,370,718
39	Contracted Business Services	Fixed	3,179,699	5,550,417
39	Educational Services	103.5	5,808,105	11,358,522
39	Elementary School Programs	103.5	38,974,747	50,333,269
39	Elementary School Programs	104.0	188,284	50,521,553
39	Elementary School Programs	104.5	188,284	50,709,837
39	Employee Contracted Obligations	Fixed	6,773,586	57,483,423
39	Governance	103.5	3,097,712	60,581,134
39	Grants	Fixed	4,394,461	64,975,595
39	High School Programs	103.5	29,125,431	94,101,026
39	Interlocal Agreements	Fixed	5,946,459	100,047,485
39	Maintenance & Operations	103.5	10,961,532	111,009,017
39	Middle School Programs	103.5	22,860,587	133,869,604
39	Security	103.5	508,802	134,378,407
39	Special Education	Fixed	23,614,064	157,992,471
39	Strategic Plan	Fixed	284,000	158,276,471
39	Technology	103.5	2,827,887	161,104,358
39	Technology	104.0	13,661	161,118,019
39	Technology	104.5	13,661	161,131,680
38	High School Programs	104.0	140,703	161,272,383
38	High School Programs	104.5	140,703	161,413,086
38	Maintenance & Operations	104.0	52,955	161,466,041
38	Maintenance & Operations	104.5	52,951	161,518,992
38	Middle School Programs	104.0	110,438	161,629,429
38	Middle School Programs	104.5	110,438	161,739,867
37	Business Services	104.0	6,622	161,746,489
36	Technology	105.0	13,661	161,760,150
35	Elementary School Programs	105.0	188,284	161,948,434
35	High School Programs	105.0	140,703	162,089,136
34	Educational Services	104.0	28,058	162,117,194
34	Middle School Programs	105.0	110,438	162,227,632
33	Business Services	104.5	6,622	162,234,254
33	Governance	104.0	14,965	162,249,219
31	Educational Services	104.5	28,059	162,277,278
28	Maintenance & Operations	105.0	52,958	162,330,236
27	Security	104.0	2,458	162,332,694
25	Business Services	105.0	6,622	162,339,315
25	Educational Services	105.0	28,058	162,367,373
24	Elementary School Programs	106.8	678,969	163,046,342
24	Governance	104.5	14,965	163,061,307
24	High School Programs	106.4	309,547	163,370,855
23	Middle School Programs	107.8	618,623	163,989,478
23	Technology	109.0	119,558	164,109,036
19	Security	104.5	2,458	164,111,494
13	Educational Services	108.2	179,260	164,290,754
12	Maintenance & Operations	107.0	211,786	164,502,540
10	Governance	105.0	14,965	164,517,505
9	Technology	116.0	167,859	164,685,364
8	Business Services	115.7	141,795	164,827,159
8	Maintenance & Operations	119.7	1,345,106	166,172,265
7	High School Programs	106.7	81,725	166,253,989
7	Security	105.0	2,458	166,256,447
6	Middle School Programs	108.3	103,992	166,360,440
1638			166,360,440	
(39 voted)				

**Keep SB Levy @ 6.6¢, Max GF @ \$1.04, Reduce Cash by \$2.0M**

# **MILLARD PUBLIC SCHOOLS**

## **District Budgeting Team**

May 17, 2006

**Kenneth J. Fossen, J.D.**

**Associate Superintendent**

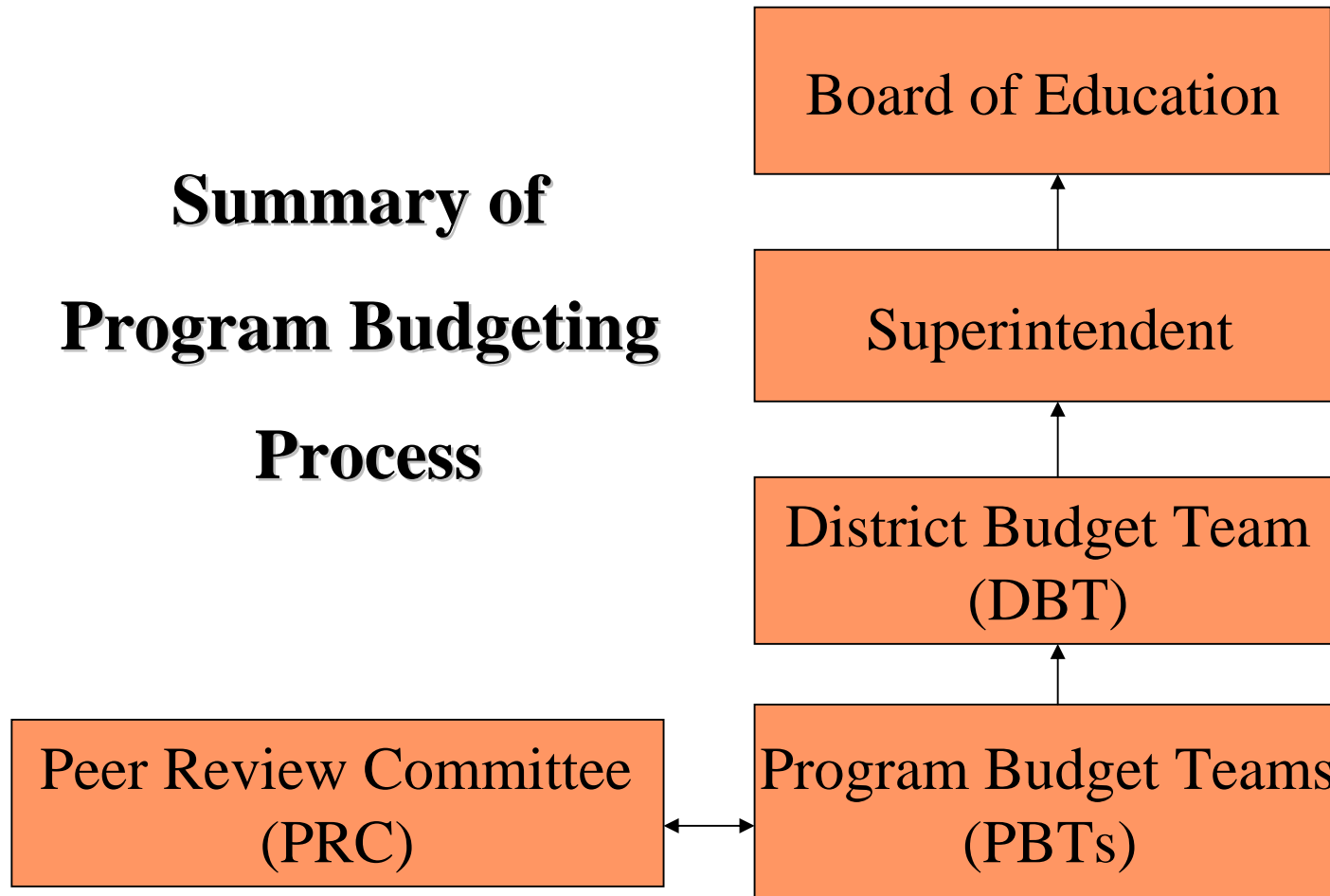
**General Administration**

# TODAY'S AGENDA

1. Welcome/Introductions
2. Overview & Information
3. PBT Multi-Level Budget Presentations
  - Program Description Form (e.g., Page 2)
  - Summary for DBT (e.g., Page 3)
  - Multi-Level Budget Forms (e.g., Page 4-10)
4. Q-Sort
  - 26 Votes (38 Blanks)
  - Must Vote Lower Levels First
  - Hint: Work backwards (i.e., find 12 you will not vote for)

# OVERVIEW OF PROCESS

## Summary of Program Budgeting Process



# PROGRAM BUDGET TEAMS

- Develop 4 Required Budgets
  - 103.5% of Last Year's Budget
  - 104.0% of Last Year's Budget
  - 104.5% of Last Year's Budget
  - 105.0% of Last Year's Budget
- Develop 2 Optional Budget
  - \_\_\_\_% of Last Year's Budget
  - \_\_\_\_% of Last Year's Budget
- Assume 5.0% increase in salaries and benefits
- Inflation factor 3.4% (but budget as needed)

# DISTRICT BUDGET TEAM

- DBT Responsibilities
  - Receive and Consider Multi-Level Budget Reports from Chairpersons of PBTs
  - Use “Q-Sort” Process to Prioritize Budgets
  - Submit Report to Superintendent (May)



# SUPERINTENDENT

- Superintendent's Responsibilities
  - Review Report Submitted by DBT
  - Consider “Input” and Rationale Submitted by Others
  - Consider the Financial, Legal, and Political Realities in the District
  - Prepare a Budget Recommendation for the Board of Education (June-July)

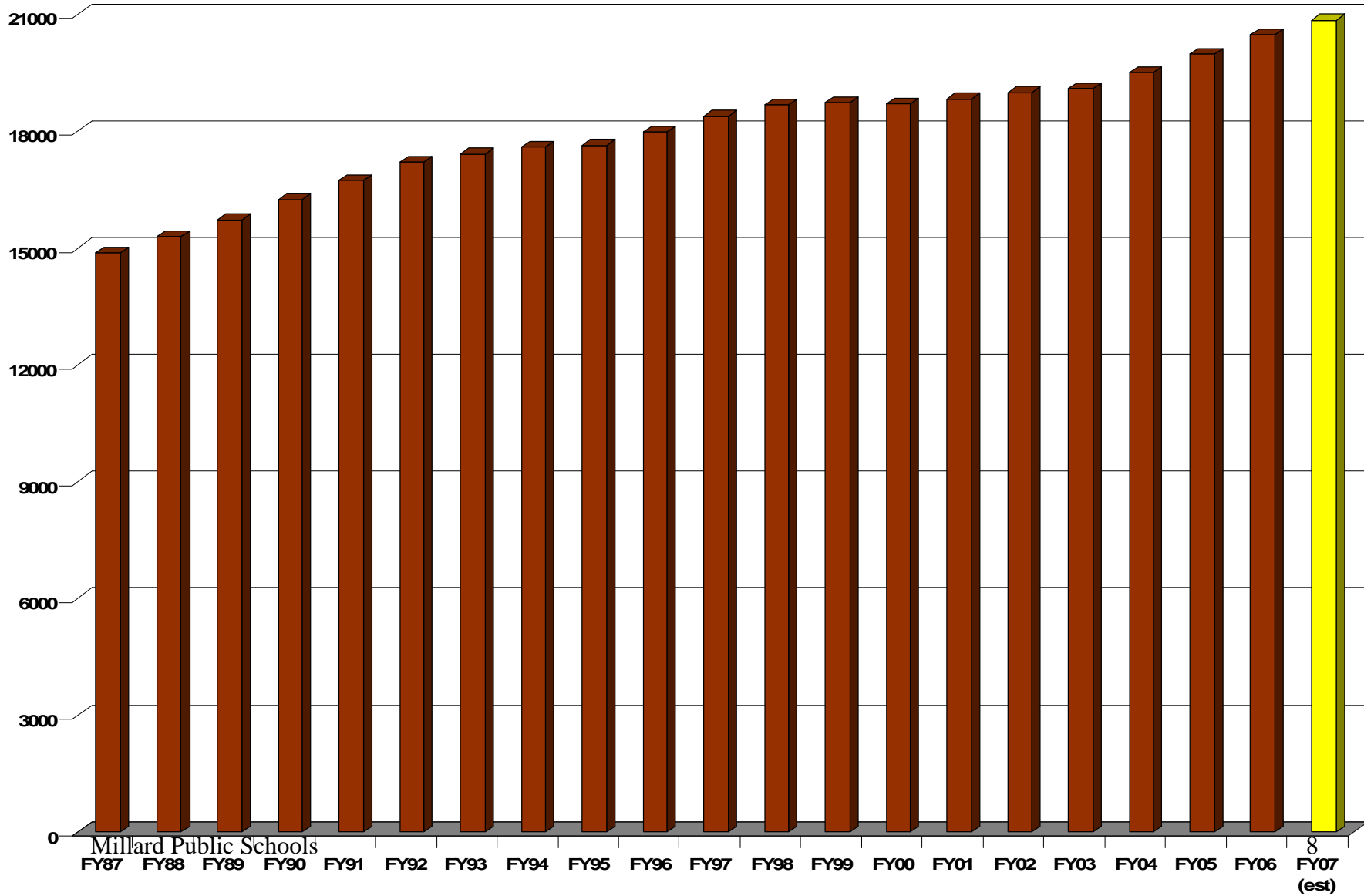
# BOARD OF EDUCATION

- Board's Responsibilities
  - Review Supt's Budget Recommendation
  - Consider Other Issues (e.g., Political Issues)
  - Conduct Required Hearings and Other Procedures
  - Adopt (or Amend and Adopt) the Supt's Recommended Budget (Aug.-Sept.)

# CHART 1

# STUDENT ENROLLMENT

[Source: Fall Enrollment Report – Last Friday in September]



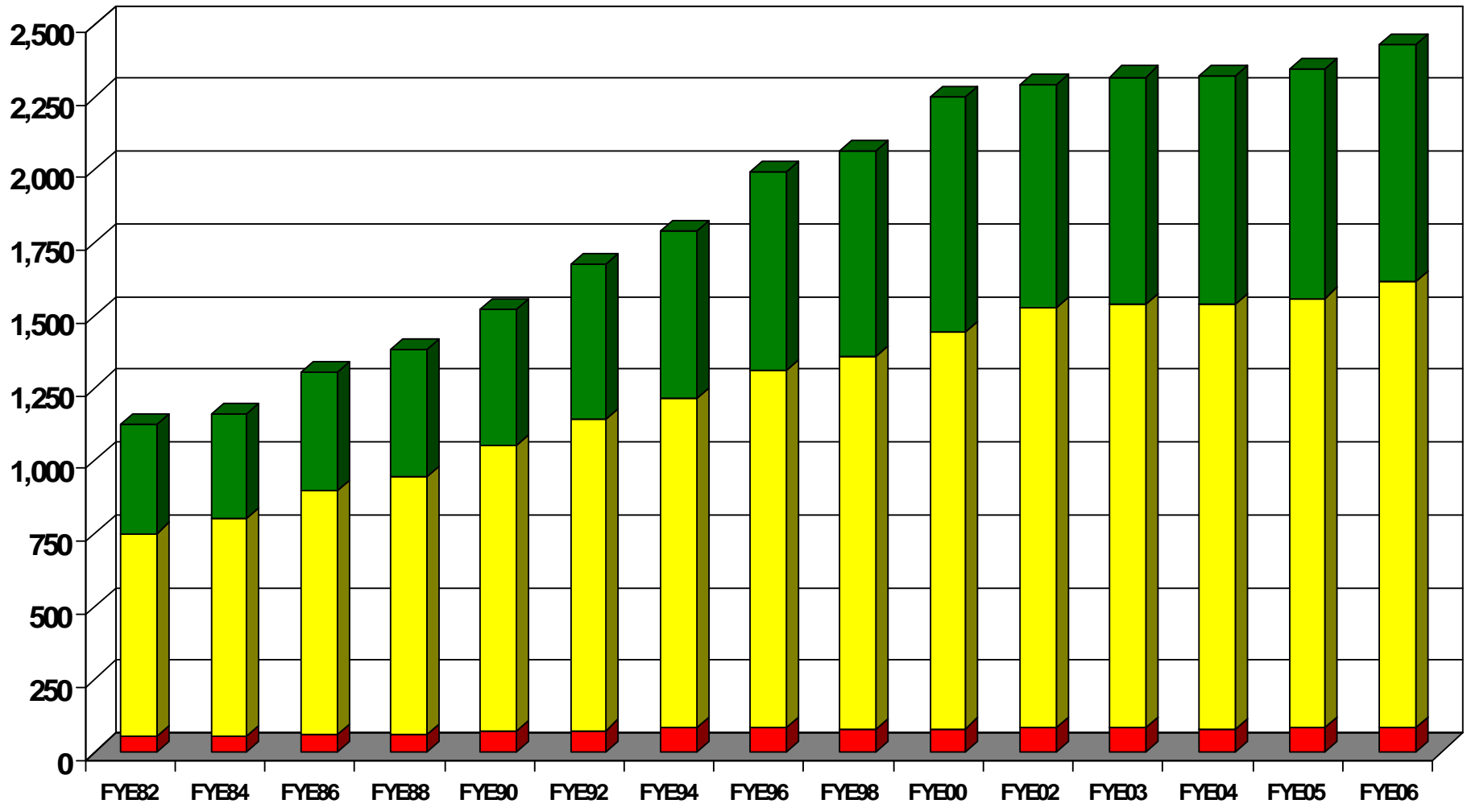
# SEPTEMBER 2006 PROJECTIONS

<u>Level</u>	<u>Total</u>	<u>Chng.</u>
Elementary	9421	+ 175
Middle School	4641	+ 84
High School	6684	<u>+ 120</u>
		+ 379

(Total enrollment with contracted Sp.Ed. & YAP = 20,848)

# CHART 2 PERSONNEL

[Source: Fall Personnel Report]

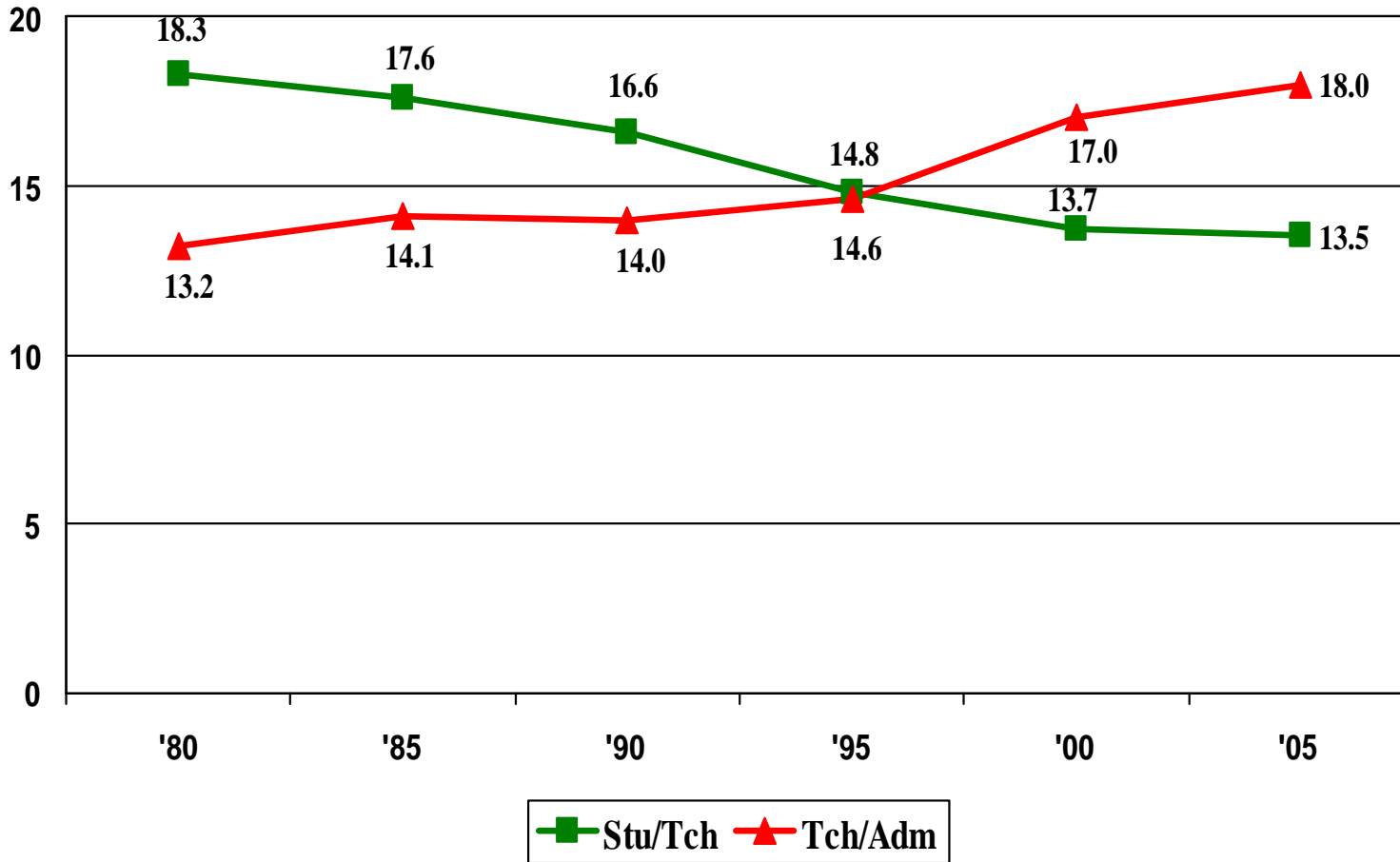


Millard Public Schools



# PERSONNEL RATIOS

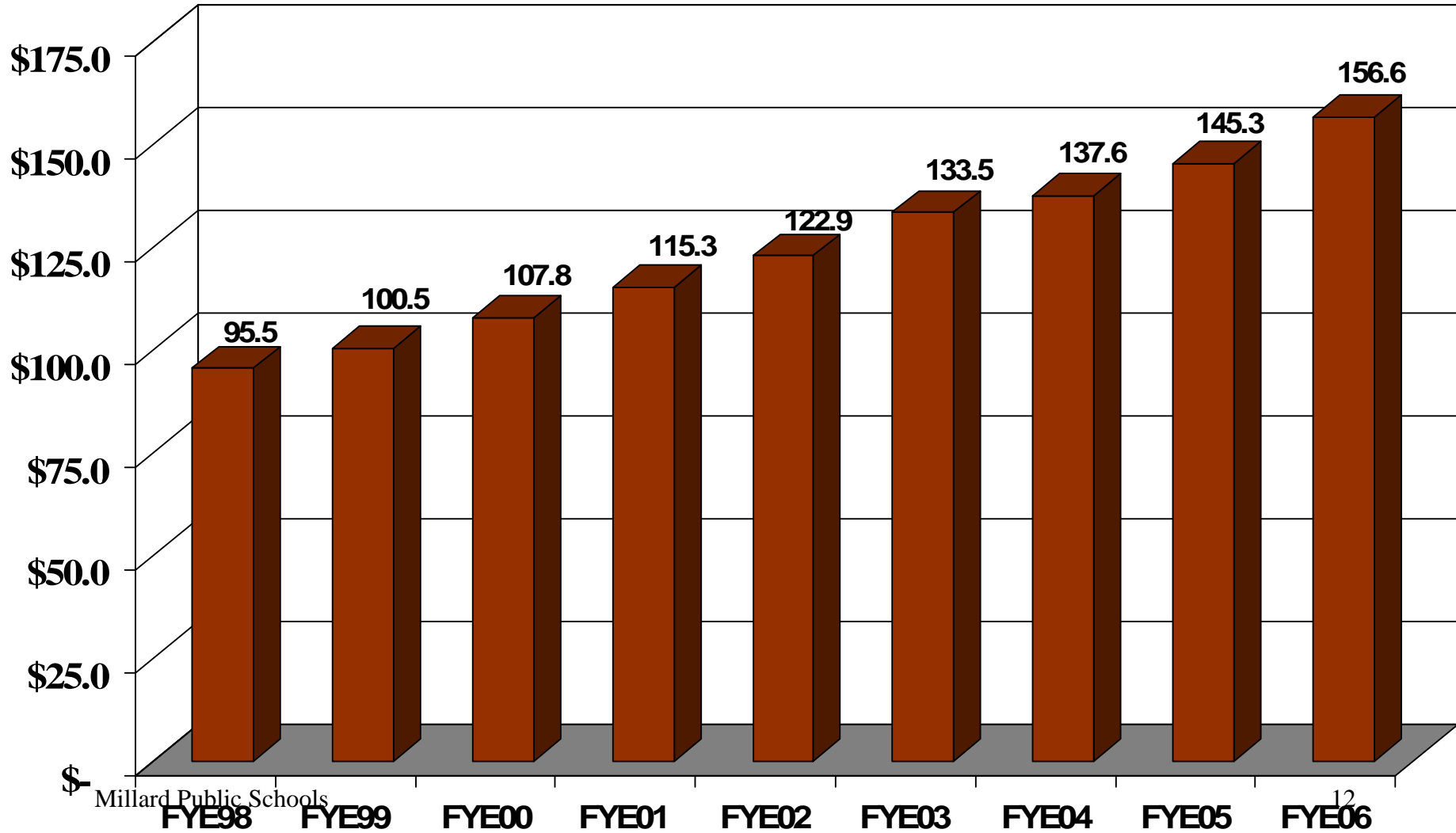
(Source: Fall Personnel Reports)



# CHART 6

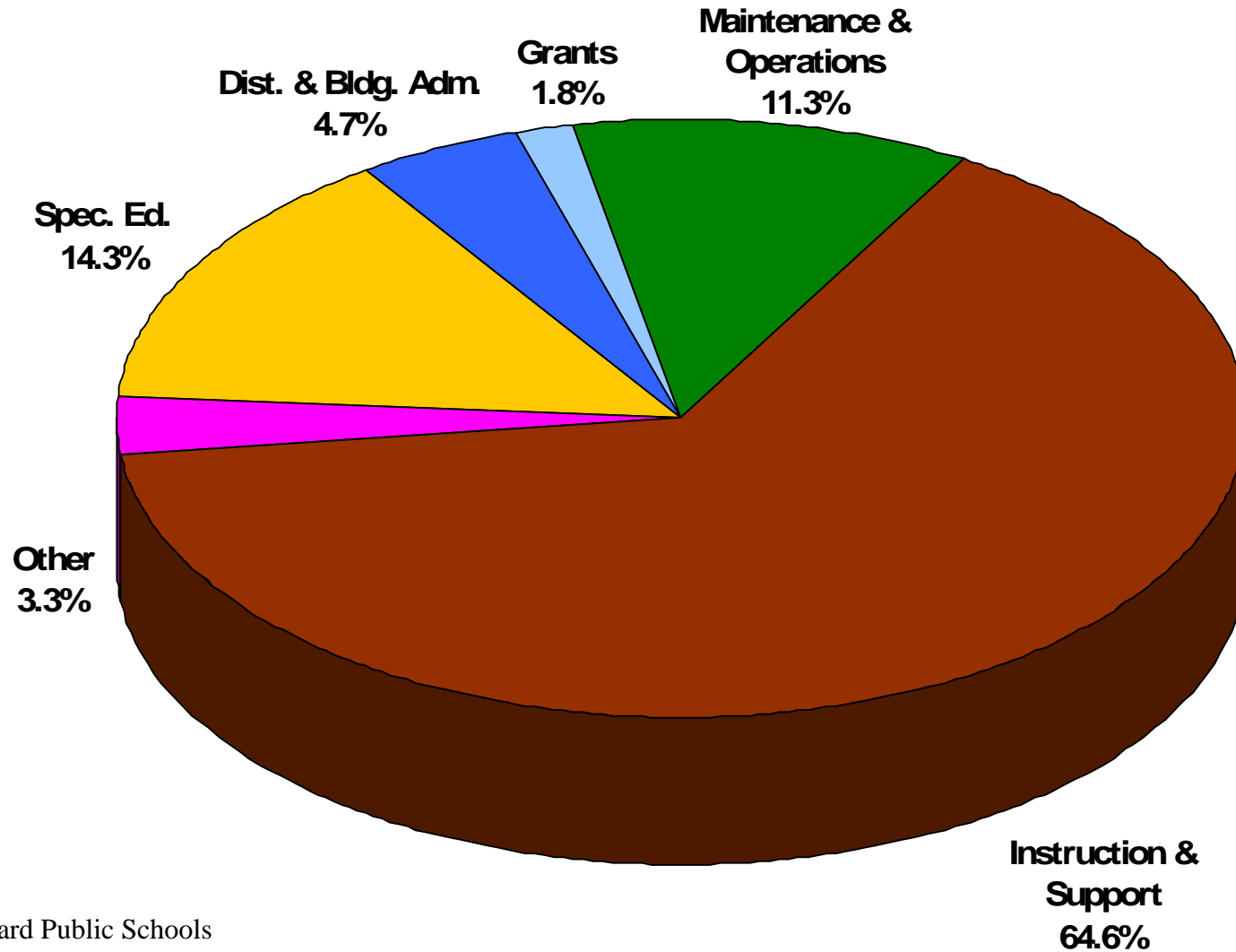
## TOTAL EXPENDITURES

[Source: General Fund Budget – \$ Millions]



# CHART 7 EXPENSE CATEGORIES

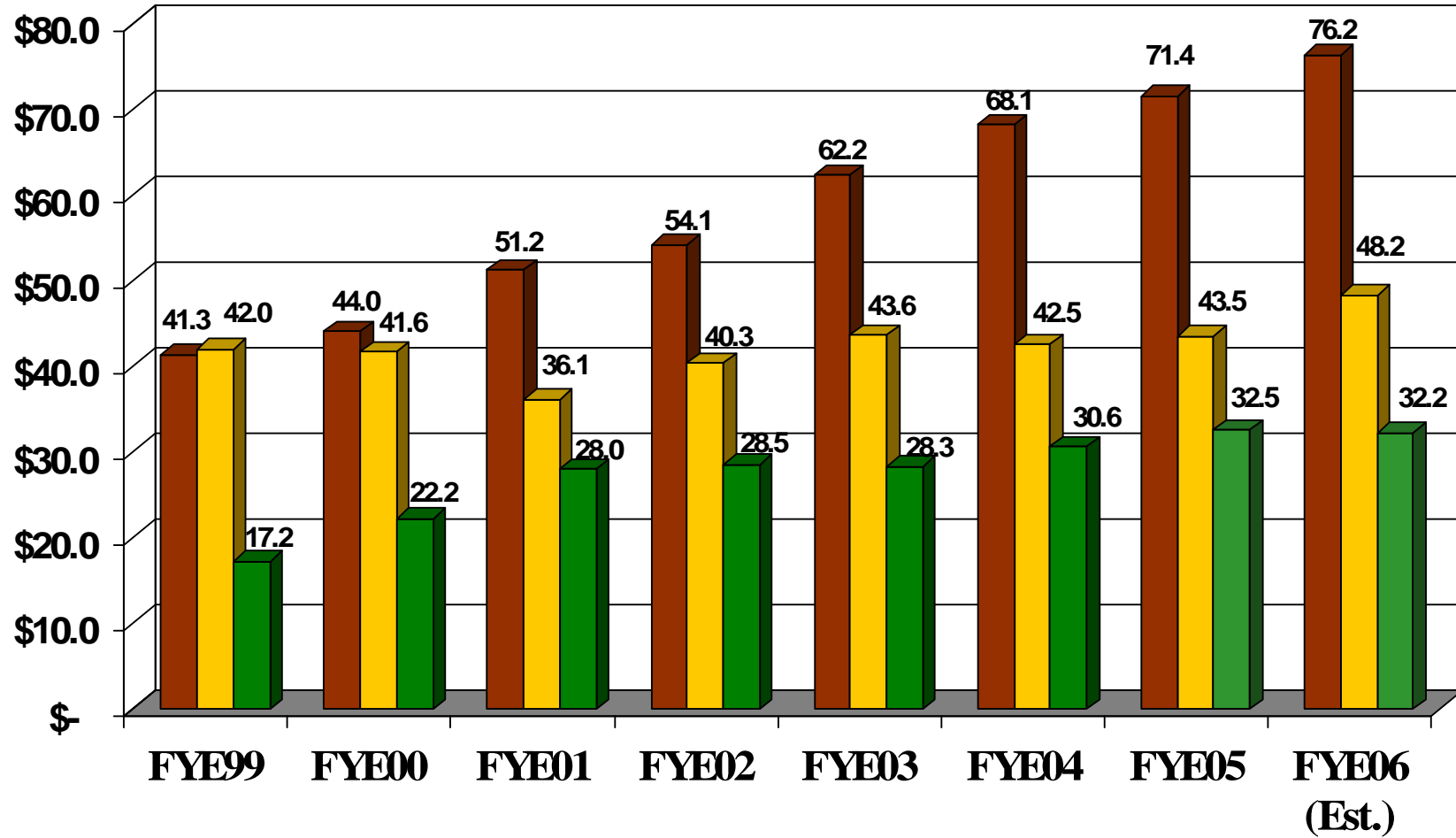
[Source: FYE05 Final Financial Reports]





# CHART 5 REVENUE SOURCES

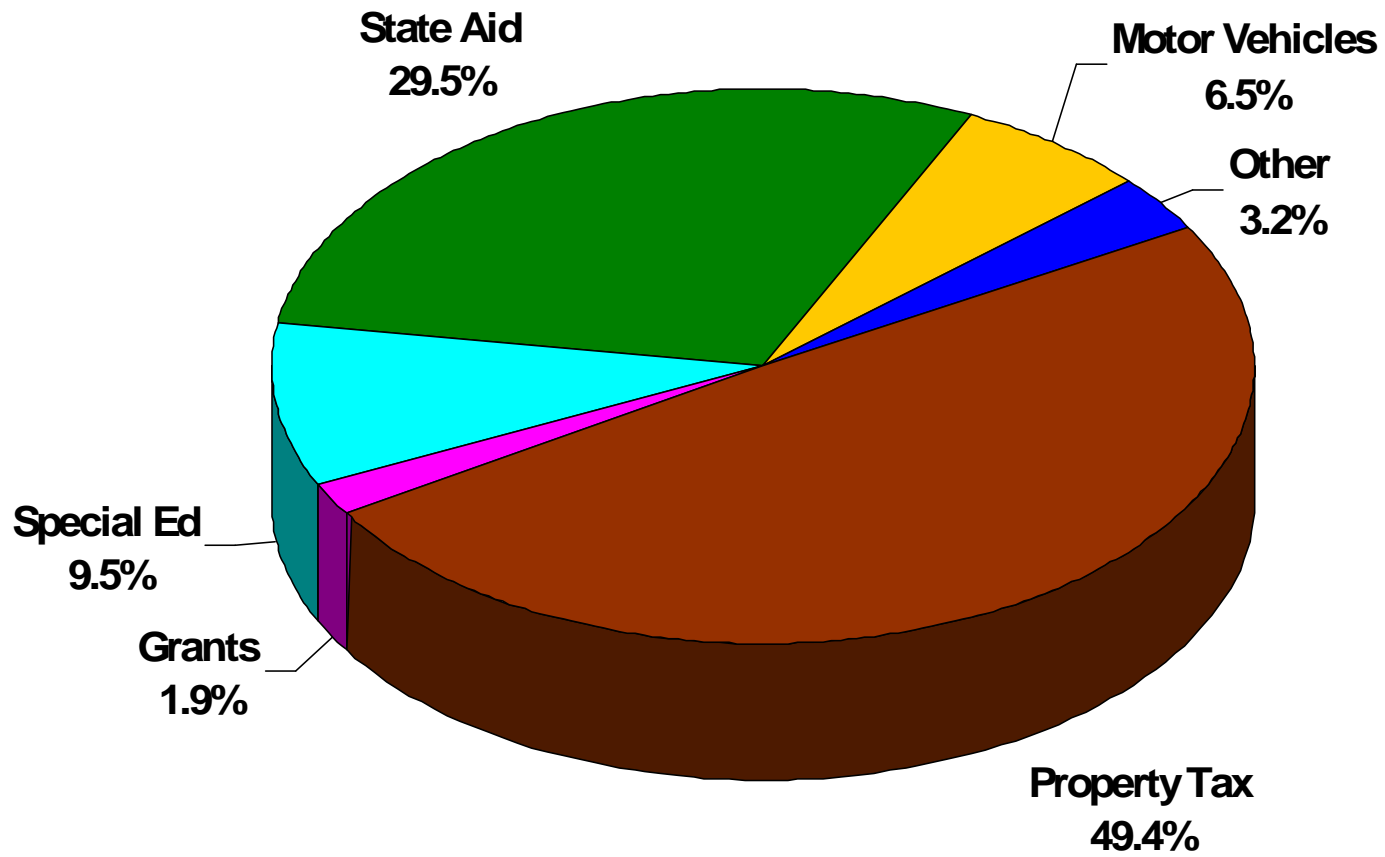
[Source: Audit Reports – \$Millions]



# CHART 14

## REVENUE SOURCES

[Source: FYE05 Final Financial Reports]



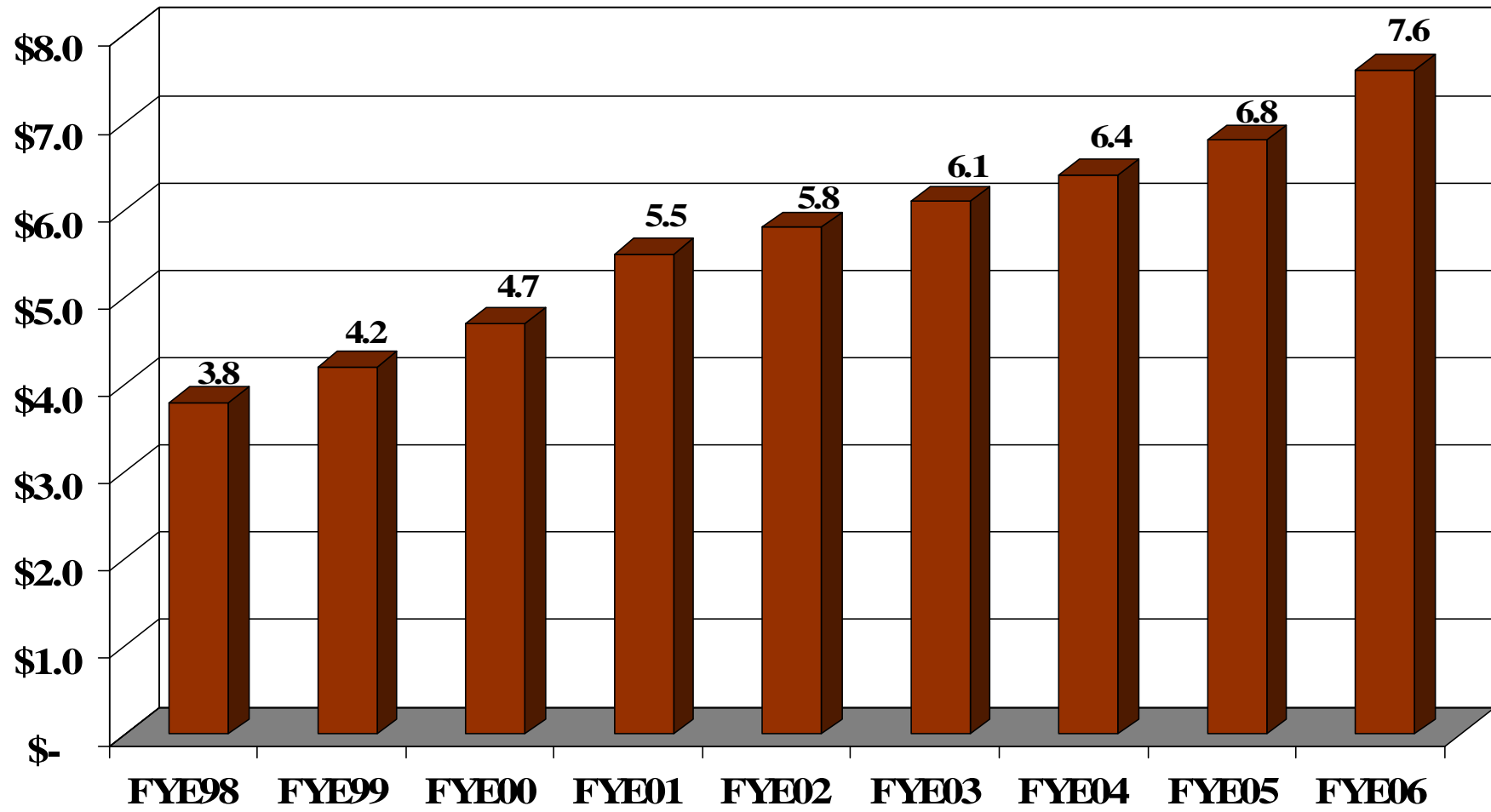
# STATE AID INFORMATION

- State Aid
  - FYE04 = \$ 42.5 million
  - FYE05 = \$ 43.5 million
  - FYE06 = \$ 48.2 million
  - FYE07 = \$ 49.8 million
- When state aid was reduced in FYE04, the legislature (via LB540) increased the property tax levy lid from \$1.00 to \$1.05

### CHART 3

# ASSESSED VALUE

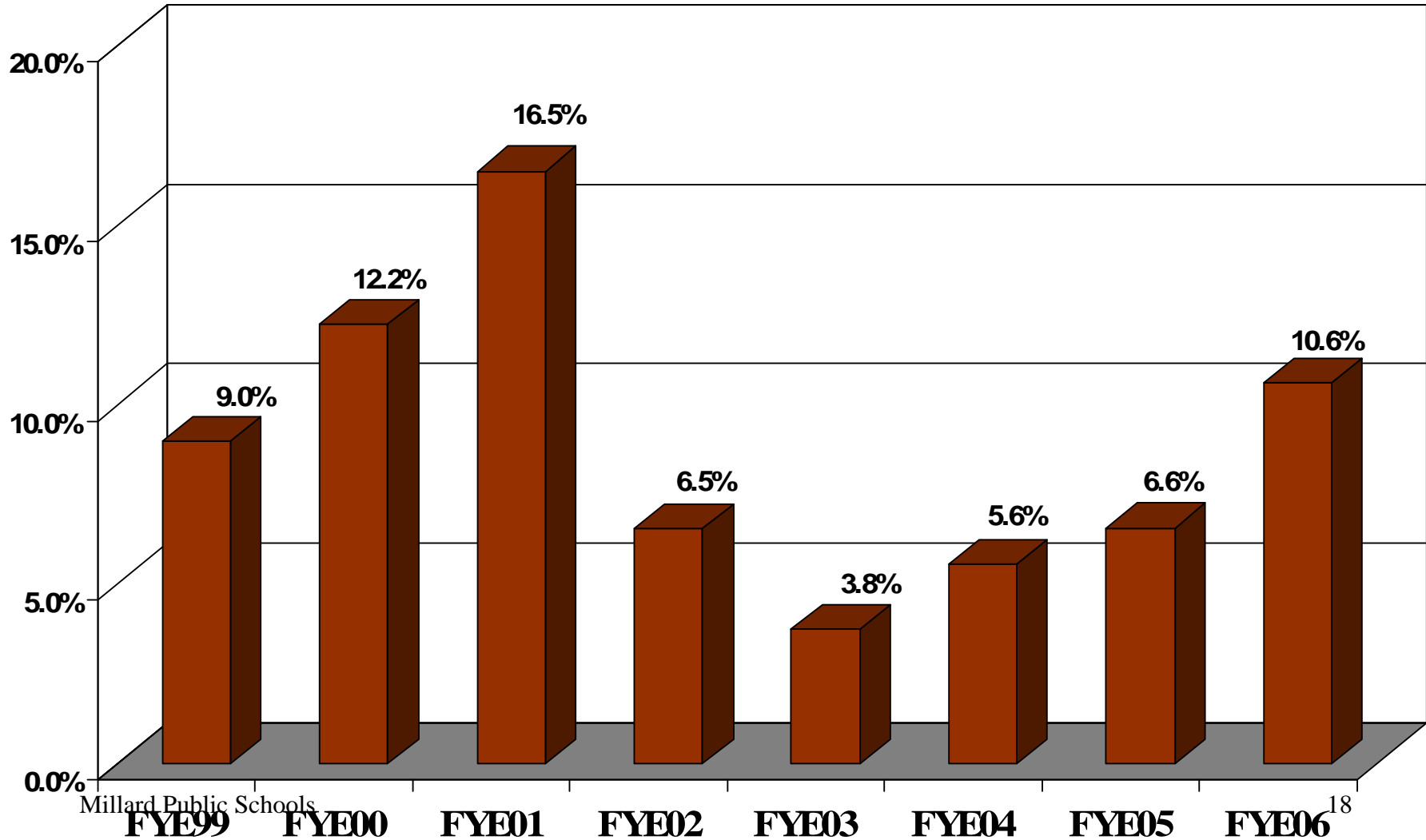
[Source: August 20<sup>th</sup> County Assessor's Certifications – \$ Billions]



# CHART 16

## VALUATION INCREASES (%)

[Source: August 20<sup>th</sup> County Assessor Property Tax Certifications]

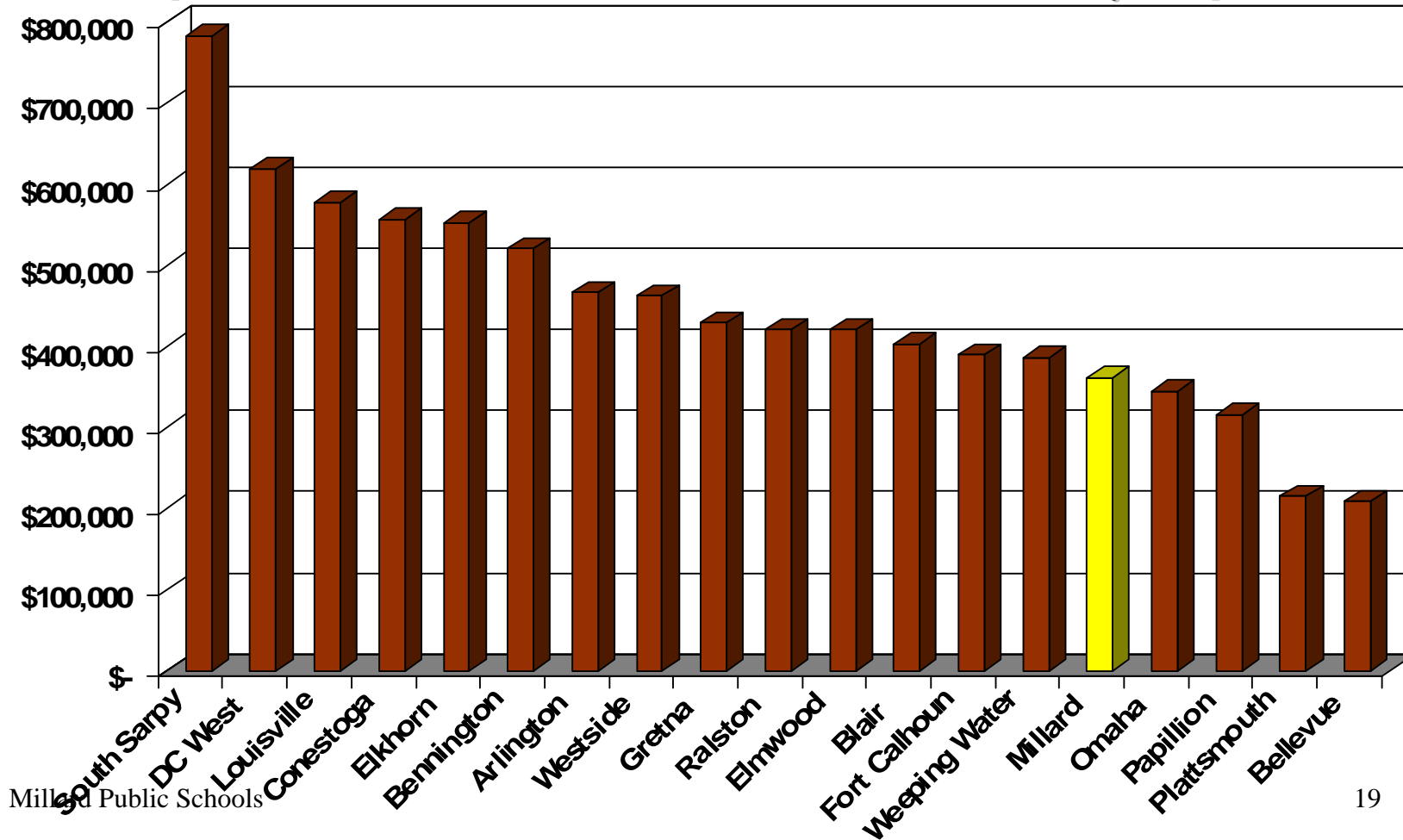


# CHART 13

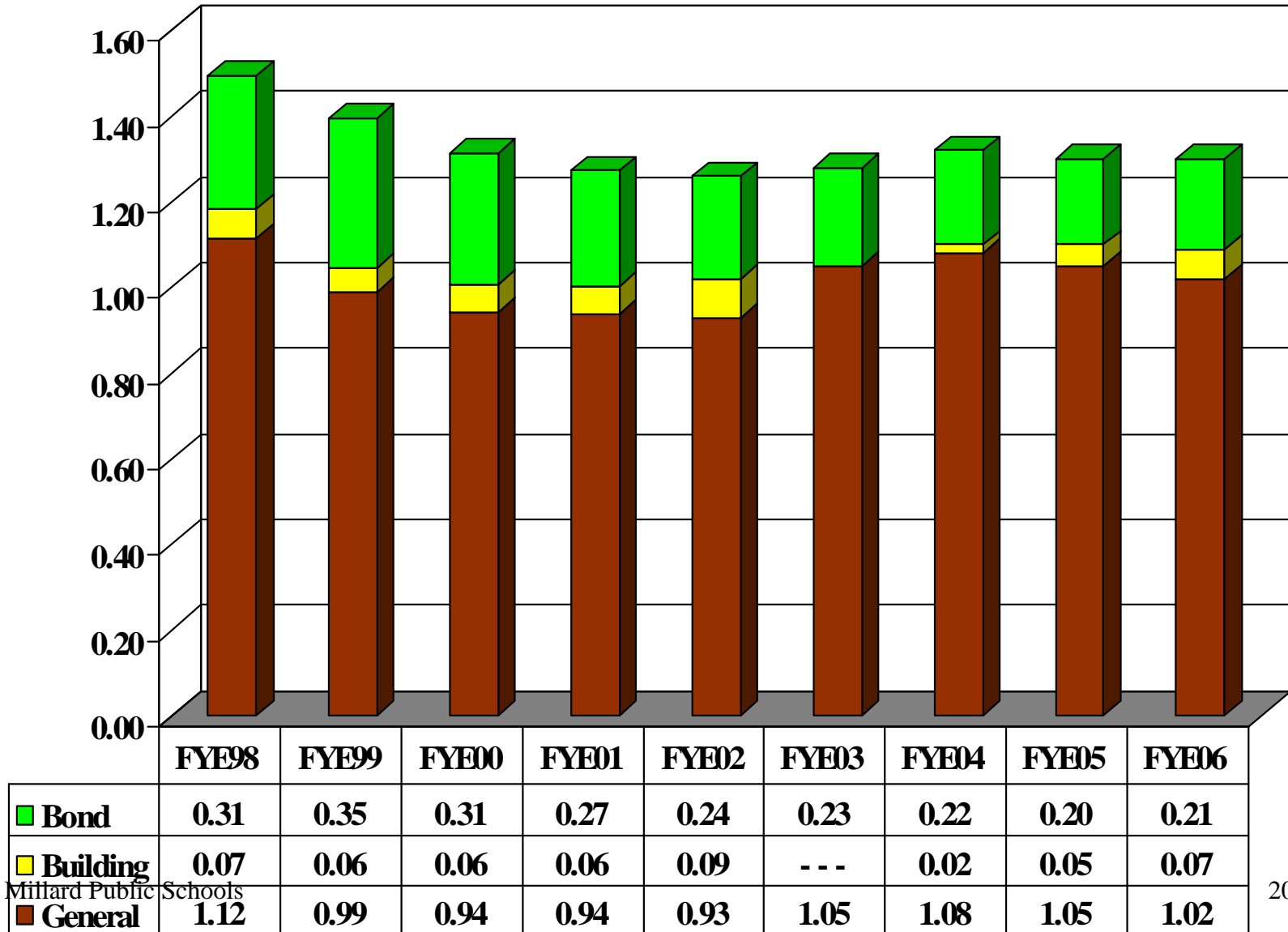
## ESU#3 & ESU#19

### VALUATIONS/STUDENT (PK-12)

[Source: Calculated from Information in NDE Educational Directory 05-06]



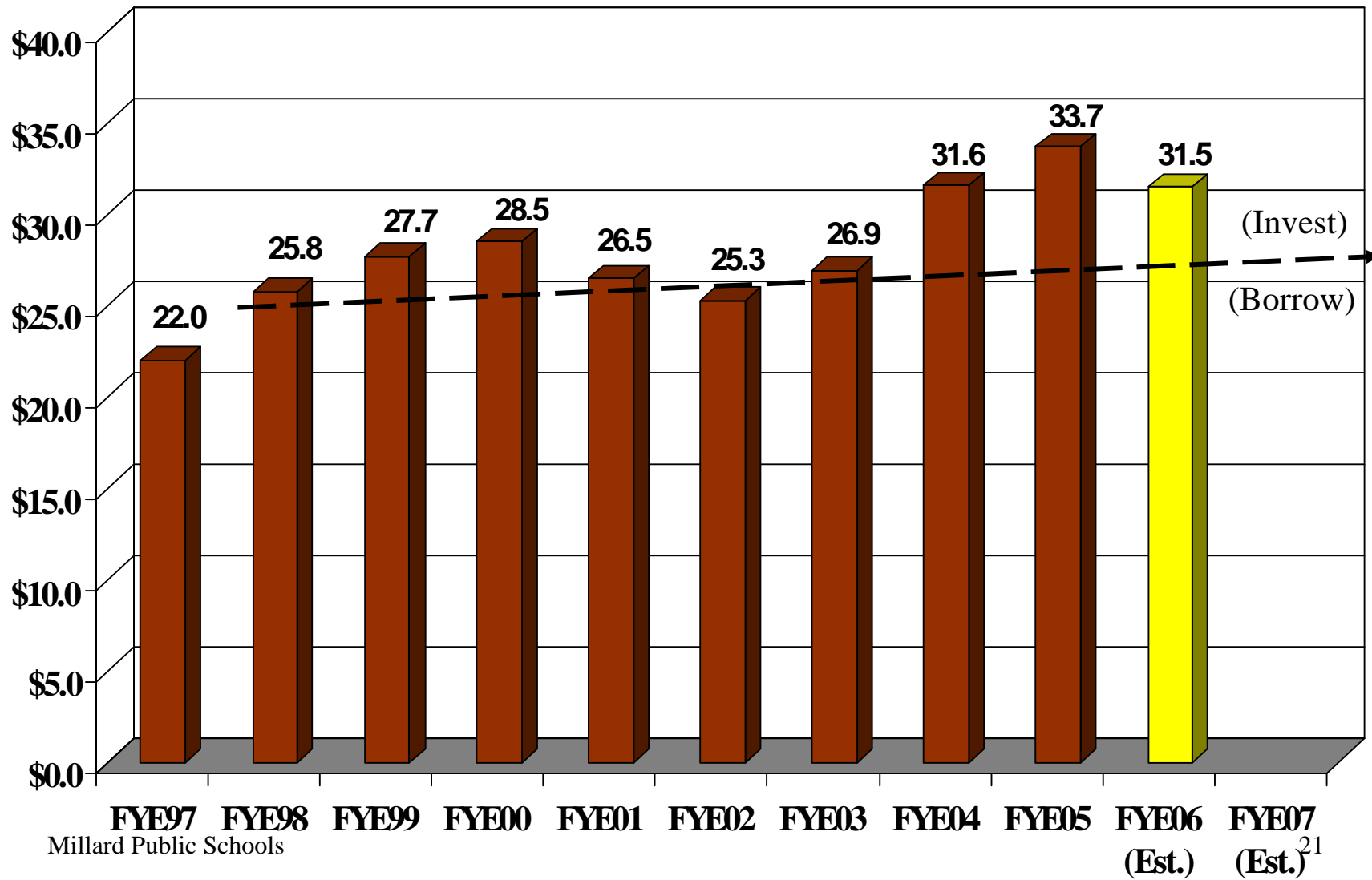
# CHART 4 TAX LEVY BY FUND



Millard Public Schools

# CHART 8 CASH RESERVE

[Source: Annual Audit Reports – General Fund - \$Millions]



Millard Public Schools



# SPENDING LID

- Permissible Growth in Spending
 

2.5%	Basic Lid	}	<i>“Applicable Allowable Growth Rate”</i>
1.5%	Low Spender		
<u>1.0%</u>	Board Option (75% Majority)		
5.0%	Sub-Total		
3.9%	Unused Budget Authority (if any)		
<u>1.9%</u>	Projected Enrollment Growth (if any)		
10.8%	Total		

# LEVY LID

- Maximum Levy

Basic Levy Lid = \$ 1.050

State Aid Recapt. = 0.024

VESP = 0.033

Total = \$ 1.107

The Levy Lid

Includes Both

the General Fund

and the Building

Fund

# PROPERTY TAX

- 2005 Valuation (FYE06)
  - Total Value = \$ 7.57 billion
  - \$1.05 tax levy = \$ 80 m (less 1% collection)
- 2006 Valuation (FYE07)
  - Total Value = \$7.99 billion
    - Estimated 5.5% Growth
    - Certification on 8/20/06
  - \$1.05 tax levy = \$ 84 m (less 1% collection)

# SIMPLIFIED PROJECTION

\$ 1.6 m increase in state aid (certified)

\$ 4.0 m increase in property tax (@\$1.05)

\$ 5.6 m Total

$\$5.6 \text{ m} / \$156 \text{ m} = 0.04$  (4% increase)

- More assessed value will increase percentage
- Reducing reserve will increase percentage
- Reducing the levy in the building fund will increase percentage available in general fund

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# THANK YOU

We want to thank each of you in advance for all of the time you are devoting to the budgeting process. The product of your collective efforts will be invaluable to the superintendent and school board as they engage in their final budget deliberations.



## **DISTRICT BUDGETING TEAM**

**Multi-Level Budget  
May 17, 2006**

**Kenneth J. Fossen, J.D.  
Associate Superintendent  
General Administration**

**PROGRAM DESCRIPTION FORM**

**Program Area: Elementary Program Budget**

**Briefly<sup>1</sup> describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year:**

- Elementary classroom teacher's are responsible for providing instruction in the academic areas of reading, spelling, writing, English, handwriting, speaking, listening, mathematics, science, health, social studies, art, and basic technology skills based on grade level enabling skills. Many participate are members of MIT Teams, Initiators for curricular areas, club sponsors, building duties (recess, etc.) building extra-duty activities, Instructional Team, School Improvement Team, MDT, 504, other shared decision-making teams. All teachers participate in administration of assessments, analyzing assessment data to make instructional decisions, communicating with parents includes conferences, report cards, school activities, and phone calls.

Kindergarten – 1613 students, 79 FTE

Grade 2 – 1568 students, 72 FTE

Grade 4 – 1557 students, 69 FTE

Core Academy – 12 FTE

Grade 1 – 1538 students, 75 FTE

Grade 3 – 1509 students, 71 FTE

Grade 5 – 1511 students, 66 FTE

Montessori – 16 FTE

- Positions based on a point allocation system that support specific needs of the student population include:

Music Teachers

READ

Information Specialists

Technology

Paraprofessionals

Physical Education Teachers

Instructional Facilitators

Counselors

Art

- Positions allocated by the district beyond classroom teachers and point allocations include:

Elementary principals

Elementary 10-month sec.

ELL teachers

Orchestra, grades 4 & 5

Assistant Principals

Early Literacy Intervention

Instrumental music grade 5

Nurses

**OTHER COSTS:**

- Building budgets include per pupil allocations for

Textbooks

media books

tech staff dev

warehouse supplies

media supplies

equipment repair

general supplies

HAL support

copier supplies

staff development

<sup>1</sup> Please limit the description to one page. The use of "bullets" is encouraged.



**EXECUTIVE SUMMARY**

(Summary Information Covering All Proposed Budget Levels)

Program Area: Elementary Program Budget

Last Year's Budget: \$37,656,760.06

103.5% Budget:	\$38,974,746.66	Incremental Amount: <sup>1</sup>
104.0% Budget:	\$39,163,030.46	Incremental Amount: \$ 188,284
104.5% Budget:	\$39,351,314.26	Incremental Amount: \$188,284
105.0% Budget:	\$39,539,598.06	Incremental Amount: \$188,284
106.8% Budget:	\$40,218,567.06	Incremental Amount: \$678,969

Please provide below a brief description of what is included in (or excluded from) each of the proposed budget levels. [Note: Use "bullet lists" if such will assist with clarity and conciseness. This form should focus on statements of fact. The Budget Summary Form (Appendix D) provides a forum for sharing the committee's rationale, comments, and supporting documents for each proposed budget level.]

## A. 103.5% Budget

## Reductions:

21.3 FTE teachers (\$1,162,097)  
20 hours of ELL paraprofessional (\$54,483)  
Science Task Force (\$42,210)

## Additions:

11 FTE teachers for growth (\$599,313)  
1 FTE teacher Montessori Gr 4, Norris (\$54,483)  
1 FTE teacher for ELL (\$54,483)

## B. 104.0% Budget

## Reductions:

17.8 FTE teachers (\$973,813)  
20 hours of ELL paraprofessional (\$54,483)  
Science Task Force (\$42,210)

## Additions:

11 FTE teachers for growth (\$599,313)  
1 FTE teacher Montessori Gr 4, Norris (\$54,483)  
1 FTE teacher for ELL (\$54,483)

## C. 104.5% Budget

## Reductions:

14.4 FTE teachers (\$785,529)  
20 hours of ELL paraprofessional (\$54,483)  
Science Task Force (\$42,210)

## Additions:

11 FTE teachers for growth (\$599,313)  
1 FTE teacher Montessori Gr 4, Norris (\$54,483)  
1 FTE teacher for ELL (\$54,483)

## D. 105.0% Budget

## Reductions:

11 FTE teachers (\$597,245)  
20 hours of ELL paraprofessional (\$54,483)  
Science Task Force (\$42,210)

## Additions:

11 FTE teachers for growth (\$599,313)  
1 FTE teacher Montessori Gr 4, Norris (\$54,483)  
1 FTE teacher for ELL (\$54,483)

## E. 106.8% Budget

## Reductions:

Science Task Force (\$42,210)  
20 hours of ELL paraprofessional (\$54,483)

## Additions:

11 FTE teachers for growth (\$599,313)  
1 FTE teacher Montessori Gr 4, Norris (\$54,483)  
1 FTE teacher for ELL (\$54,483)  
.5 FTE ELI teacher for Reeder (\$27,241)  
.5 FTE Intern for Reeder (\$27,241)  
.5 FTE teacher for Band/Strings (\$27,241)

### BUDGET LEVEL SUMMARY FORM

(Specific Budget Level Information<sup>1</sup>)

Program Area: Elementary Program Budget

Budget Level = 103.5%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
11 FTE teachers for growth	\$ 599,313
1 FTE Norris Montessori Grade 4	\$ 54,483
1 FTE ELL teacher	\$ 54,483

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Science Curriculum Task Force	\$ 42,210
20 hours ELL paraprofessional	\$ 54,483
21.3 FTE teachers to stay within budget level	\$1,162,097

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 39,525,257
Amount for Above Additions:	\$ 708,279
Amount for Above Reductions:	\$ 1,258,790
Total:	\$ 38,974,746

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

- To maintain the elementary staffing for class size based on Policy 4005 and Rule 4005.1, 11 additional K-5 teachers will need to be added in 2006-07 based on anticipated growth.
- The District expanded the Montessori Program by opening a one section Montessori program at Norris Elementary. That program has expanded by 1 grade level each year and requires that 1 FTE be added to extend the program to grade 4 in 2006-07.
- The staffing for the elementary English Language Learner Program (ELL) has been modified based on the ELL Program revisions to be implemented in 2006-07. This does

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

not required additional staff, but does require that the 20 ELL paraprofessional hours be moved to a 1 FTE ELL teacher. This change does not increase or decrease the budget, but does reflect the change in staff classification.

- The elementary Science Curriculum Task Force has completed their work and the task force will be eliminated. This is shown as a reduction.
- The committee reviewed all programs and areas that are included in the Elementary Program Budget when identifying possible reductions. The building budgets for staff development, materials, and supplies do not currently meet the building needs, so this area was not identified for reductions. Other programs such as Counseling, READ, PE, Music, etc. were discussed, but are critical components to supporting elementary students. Band grade 5/Strings grades 4/5 were discussed and the following concerns continue to be noted: pulling students from NCLB/STARS critical academic assessment areas for band/strings, the percent of students who drop band/strings from first semester to second semester to middle school continues to be high; movement of students in and out of the classroom causes rescheduling of missed instruction; but the committee also recognizes that this may be an area of success for some students and helps to support the program into middle and high school. Based on these concerns, the committee identified the area of increasing class size or grade level combination classrooms should be utilized to meet the reduction levels.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Elementary Program Budget

Budget Level = 104%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
11 FTE teachers for growth	\$ 599,313
1 FTE Norris Montessori Grade 4	\$ 54,483
1 FTE ELL teacher	\$ 54,483

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Science Curriculum Task Force	\$ 42,210
20 hours ELL paraprofessional	\$ 54,483
17.8 FTE teachers to stay within budget level	\$ 973,813

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 39,525,257
Amount for Above Additions:	\$ 708,279
Amount for Above Reductions:	\$ 1,070,506
Total:	\$ 39,163,030

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]
- Same as rational listed at the 103.5% budget level.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

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**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Elementary Program Budget

Budget Level = 104.5%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
11 FTE teachers for growth	\$ 599,313
1 FTE Norris Montessori Grade 4	\$ 54,483
1 FTE ELL teacher	\$ 54,483

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Science Curriculum Task Force	\$ 42,210
20 hours ELL paraprofessional	\$ 54,483
14.4 FTE teachers to stay within budget level	\$ 785,529

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 39,525,257
Amount for Above Additions:	\$ 708,279
Amount for Above Reductions:	\$ 882,222
Total:	\$ 39,351,314

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]
- Same as rational listed at the 103.5% budget level.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Elementary Program Budget

Budget Level = 105%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
11 FTE teachers for growth	\$ 599,313
1 FTE Norris Montessori Grade 4	\$ 54,483
1 FTE ELL teacher	\$ 54,483

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Science Curriculum Task Force	\$ 42,210
20 hours ELL paraprofessional	\$ 54,483
10.9 FTE teachers to stay within budget level	\$ 597,245

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 39,525,257
Amount for Above Additions:	\$ 708,279
Amount for Above Reductions:	\$ 693,938
Total:	\$ 39,539,598

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]
- Same as rational listed at the 103.5% budget level.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Elementary Program Budget

Budget Level = 106.8%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
11 FTE teachers for growth	\$ 599,313
1 FTE Norris Montessori Grade 4	\$ 54,483
1 FTE ELL teacher	\$ 54,483
.5 FTE ELI teacher - Reeder	\$ 27,241
.5 FTE Intern – Reeder (have .5 FTE Instr Fac now)	\$ 27,241
.5 FTE Band/Strings teacher	\$ 27,241

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Science Curriculum Task Force	\$ 42,210
20 hours ELL paraprofessional	\$ 54,483

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 39,525,257
Amount for Above Additions:	\$ 790,003
Amount for Above Reductions:	\$ 96,693
Total:	\$ 40,218,567

(The “Total” must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee’s decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

- This level is a continuation budget adding the additional 11 FTE for growth based on Policy and rule cited earlier, the addition of the 4<sup>th</sup> grade Montessori teacher at Norris, the exchange of ELL paraprofessional hours for an ELL teacher, and the elimination of the Science Curriculum Task Force.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year’s budget multiplied by the budget level.

- Human Resources requested the add of .5 FTE for Band/Strings since no FTE have been added as additional buildings have been added – Reeder, Rohwer, Wheeler. This has been added at this level.
- Reeder is approaching 700 students. The principal has requested a .5 FTE be added to combine with an existing .5 FTE Instructional Facilitator position for a 1 FTE Administrative Intern to support the building until a new building reduces the building size. This has been added at this level.
- Reeder also requested that an additional .5 FTE Early Literacy Intervention Teacher be added to the existing .5 FTE ELI teacher to support the 6 sections of 1<sup>st</sup> grade. This has been added at this level.
- The committee discussed the need for a 1 FTE of an Elementary Community Counselor to support the changing demographic needs of our students and families. The addition of this position has been recognized as a need for the past three years. The position had been part of a District Strategic Action Plan and assumed it would be added there, but that plan was never activated. At this time the position has been moved to the School Age Flex Funds – Special Education Budget and not added in this program budget.
- The committee discussed the need for additional funding in building budgets to support the increase of student material purchases that continue to rise above the Consumer Price Index allocation. This was not added to the budget this year.



**Program Area: # 2—Middle Schools**

**Briefly describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year.**

*Programs in Millard's middle schools are designed to meet the needs of this special group of students and to serve as a bridge between elementary and high school.*

**BASIC SKILLS:** Basic and life skills, so important in elementary school, are given continued emphasis and further development in the middle school to ensure students possess the fundamentals necessary for future success.

**EXPLORATION:** Exploratory experiences are a vital part of the middle school. These opportunities introduce new subjects and experiences to help students identify and develop their interests and talents.

**ADVISEMENT:** In the advisory program, small groups of students meet with one teacher daily for 5 to 10 minutes. In keeping with the middle school philosophy, the teacher serves as an advocate for the student with other students, staff and parents. This program is an extension of our guidance services, life skills outcomes, and provides a strong student support system.

**TEACHING TEAMS:** Students are assigned to an academic team with three to five teachers for English, math, science, social studies and reading. This team of students and teachers provides a smaller unit within the school to give students a greater sense of security and feeling of belonging. Team teachers share a common planning time to use a professional learning community to allow for interdisciplinary activities differentiating for individual team students, coordinating curriculum, and providing for individual student needs.

**CURRICULUM:**

**GRADE 6 –** Mathematics/challenge math/prealgebra, reading, language arts, science/health, social studies, music/physical education/band/orchestra, exploratory (9-week rotation): art, family and consumer science, industrial technology, computer keyboarding

**GRADE 7 –** Mathematics/prealgebra/algebra, science, reading, English, social studies, physical education/health/music, band/orchestra, exploratory (9-week rotation): art, family and consumer science, industrial technology, computer

**GRADE 8 –** Prealgebra/algebra/geometry, science, reading, English, social studies, foreign language, language survey/family life education, physical education/study hall, chorus, band/orchestra, exploratory electives (9-week rotation): communication, construction, manufacturing, power / transportation / energy, drawing, painting, pottery, printing, foods, sportswear, computer

**Support Personnel & Instructional Budgets:**

- Provides counseling and career awareness information.
- Provides administrative leadership and program/institutional management
- Supports and maintains co-curricular and extracurricular program
- Coordinates and maintains support personnel and facilities for student learning, staff and administration
- Provides staff development opportunities
- Maintains library/media services for students
- Provides technological support for instructional programs
- Maintains safe and secure learning environment
- Supports district policies and state accreditation rules
- Pursues and supports site planning goals
- Supports SPED, ELL and 504 services for students
- Maintains facility through repair and replacement of equipment
- Purchases needed instructional materials and supplies to facilitate teaching and learning
- Provides health services for students
- Provides HAL services and experiences unique to the middle level experiences

## EXECUTIVE SUMMARY

(Summary Information Covering All Proposed Budget Levels)

Program Area: Middle School

Budget Planning Participants: Judy Porter	Gary Barta
George Conrad	Jim Sutfin
Nancy Johnston	Jeff Alfrey
Chris Hughes	Phil Koch
Lori Jasa	Beth Balkus
Brian Begley	

Last Year's Budget: \$22,087,524.05

103.5%	Budget:	\$22,860,587.39	Incremental Amount \$22,860,587.39
104%	Budget:	\$22,971,025.01	Incremental Amount \$110,437.62
104.5%	Budget:	\$23,081,462.63	Incremental Amount \$110,437.62
105%	Budget	\$23,191,900.25	Incremental Amount \$110,437.62
107.8%	Budget	\$23,810,523.30	Incremental Amount \$618,623.05
108.3%	Budget	\$23,914,515.80	Incremental Amount \$103,992.49

Brief description of additions and/or reductions

- A. 103.5%  
Addition \$631,420.92
- \$339,429.09 6.23 Teachers (addition of teachers needed to implement new middle level curriculum changes – for the most part world language teachers)
  - \$272,415.00 5.0 Teachers (addition of teachers due to increased enrollment at middle level (AMS, RMS))
  - \$18,000.00 Funds for Jumpstart (transition program for incoming 6<sup>th</sup> grade students)
  - \$1,576.83 Increase Non Personnel Budgets (increase incrementally to each building based on student enrollment)
- Reduction (\$951,512.74)
- (\$108,966.00) 2 Teachers (class sizes will increase)
  - (\$611,844.09) 11.3 Teachers (as a result of the middle level schedule change)
  - (\$69,588.00) Para hours (from 8 hours per day to 4 hours per day)
  - (\$8,536.47) Change the intramural FB Program by combining 7<sup>th</sup> and 8<sup>th</sup> grade FB (reduction of one coach per building)

- (\$13,961.54) Eliminate C Team Boys and Girls BB (impacts fewest number of students)
- (\$37,524.69) Eliminate Activities Director (assignment to an assistant principal)
- (\$38,721.95) Eliminate MIT Leader/Consultants
- (\$62,370.00) Reduce nurses (1 day/week per building – currently 3 days)

## B. 104%

## Addition

\$629,844.09

- \$339,429.09 6.23 Teachers (Addition of teachers needed to implement new middle level curriculum changes – for the most part world language teachers)
- \$272,415.00 5.0 Teachers (Addition of teachers due to increased enrollment at middle level (AMS, RMS))
- \$18,000.00 Funds for Jumpstart (transition program for incoming 6<sup>th</sup> grade students)

## Reduction

(\$839,498.29)

- (\$108,966.00) 2 Teachers (class size will increase)
- (\$611,844.09) 11.3 Teachers (as a result of the middle level schedule change)
- (\$86,985.00) Para hours (from 8 hours per day to 3 hours per day)
- (\$8,536.47) Change the intramural FB Program by combining 7<sup>th</sup> and 8<sup>th</sup> grade FB (Reduction of one coach per building)
- (\$13,961.54) Eliminate C Team Boys and Girls BB (impacts fewest number of students)
- (\$9,205.19) Reduce non personnel budget (reduced incrementally at each building based on student enrollment)

## C. 104.5%

## Addition

\$629,844.09

- \$339,429.09 6.23 Teachers (addition of teachers needed to implement new middle level curriculum changes – for the most part world language teachers)
- \$272,415.00 5.0 Teachers (addition of teachers due to increased enrollment at middle level (AMS, RMS))
- \$18,000.00 Funds for Jumpstart (transition program for incoming 6<sup>th</sup> grade students)

Reduction	(\$729,060.67)
<ul style="list-style-type: none"> <li>• (\$611,844.09) 11.3 Teachers (as a result of the middle level schedule change)</li> <li>• (\$86,985.00) Para hours (from 8 hours per day to 3 hours per day)</li> <li>• (\$8,536.47) Change the intramural FB Program by combining 7<sup>th</sup> and 8<sup>th</sup> grade FB (reduction of one coach per building)</li> <li>• (\$13,961.54) Eliminate C Team Boys and Girls BB (impacts fewest number of students)</li> <li>• (\$7,733.57) Reduce non personnel budget (reduce incrementally each building based on student enrollment)</li> </ul>	
D. 105%	
Addition	\$629,844.09
<ul style="list-style-type: none"> <li>• \$339,429.09 6.23 Teachers (Addition of teachers needed to implement new middle level curriculum changes – for the most part world language teachers)</li> <li>• \$272,415.00 5.0 Teachers (Addition of teachers due to increased enrollment at middle level (AMS, RMS))</li> <li>• \$18,000.00 Funds for Jumpstart (transition program for incoming 6<sup>th</sup> grade students)</li> </ul>	
Reduction	(\$618,623.05)
<ul style="list-style-type: none"> <li>• (\$599,313.00) 11.0 FTE (as a result of the middle level schedule change)</li> <li>• (\$17,397.00) Para hours (from 8 hours per day to 7 hours per day)</li> <li>• (\$1,913.05) Reduce Non Personnel Budget (Incremental reduction to each building based on student enrollment)</li> </ul>	
E. 107.8%	
Addition	\$629,844.09
<ul style="list-style-type: none"> <li>• \$339,429.09 6.23 Teachers (Addition of teachers needed to implement new middle level curriculum changes – for the most part world language teachers)</li> <li>• \$272,415.00 5.0 Teachers (Addition of teachers due to increased enrollment at middle level (AMS, RMS))</li> <li>• \$18,000.00 Funds for Jumpstart (transition program for incoming 6<sup>th</sup> grade students)</li> </ul>	
F. 108.3%	
Addition	\$733,836.59

- \$339,429.09 6.23 Teachers (Addition of teachers needed to implement new middle level curriculum changes – for the most part world language teachers)
- 272,415.00 5.0 Teachers (Addition of teachers due to increased enrollment at middle level (AMS, RMS))
- \$56,480.00 Increase non personnel budget – to recover funding lost in mid year adjustments in the past (incremental reduction to each building based on student enrollment)
- \$47,512.50 .5 Asst. Principal due to increased enrollment at BMS
- \$18,000.00 Funds for Jumpstart (transition program for incoming 6<sup>th</sup> grade students)

## BUDGET LEVEL SUMMARY FORM

(Specific Budget Level Information<sup>1</sup>)

Program Area:   Middle School                        Budget Level =   103.5%  

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
6.23 Teacher (middle level changes mostly World Language Teachers)	\$339,429.09
5.0 Teachers (due to increased enrollment AMS, RMS)	\$272,415.00
Funds for Jumpstart programs at all middle schools	\$18,000.00
Increase in non personnel budgets	\$1,576.83

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
2 Teachers	\$108,966.00
11.3 (as a result of middle level changes)	\$611,844.09
Para hours (reduce 4 hours per day per building)	\$69,588.00
Reduce one FB coach per building by change in intramural program – combine grade 7/8	\$8,536.47
Eliminate C team boys and girls BB	\$13,961.54
Eliminate Activities Director position	\$37,524.69
Eliminate MIT leader/consultants	\$38,721.95
Reduce nurse time	\$62,370.00

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 23,180,679.21
Amount for Above Additions:	\$ 631,420.92
Amount for Above Reductions:	\$ <u>951,512.74</u>
Total:	\$ 22,860,587.39

(The “Total” must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee’s decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year’s budget multiplied by the budget level.

The intent of reductions is to continue offering the full academic program and services to students to align with the intention of providing curriculum frameworks and learning opportunities to all students. Additions considered are reflected above. Other reductions considered, but not included were:

- Reduction or elimination of other extra curricular offerings
- Further reduction of teaching staff would significantly impact class size or eliminate curriculum offerings
- Further reduction of other staff would further reduce or eliminate services to students and parents

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area:   Middle School                        Budget Level =   104%  

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
6.23 Teacher (middle level changes mostly World Language Teachers)	\$339,429.09
5.0 Teachers (due to increased enrollment AMS, RMS)	\$272,415.00
Funds for Jumpstart programs at all middle schools	\$18,000.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
2 Teachers	\$108,966.00
11.3 Teachers (as a result of middle level changes)	\$611,844.09
Para hours (reduce 5 hours per day)	\$86,985.00
Reduce one FB coach per building by change in intramural program – combine grade 7/8	\$8,536.47
Eliminate C team boys and girls BB	\$13,961.54
Reduce non personnel budget	\$9,205.19

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 23,180,679.21
Amount for Above Additions:	\$ 629,844.09
Amount for Above Reductions:	\$ <u>839,498.29</u>
Total:	\$ 22,971,025.01

(The “Total” must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee’s decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year’s budget multiplied by the budget level.



The intent of reductions is to continue offering the full academic program and services to students to align with the intention of providing curriculum frameworks and learning opportunities to all students. Additions considered are reflected above. Other reductions considered, but not included were:

- Reduction or elimination of other extra curricular offerings
- Further reduction of teaching staff would significantly impact class size or eliminate curriculum offerings
- Further reduction of other staff would further reduce or eliminate services to students and parents

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area:   Middle School                        Budget Level =   104.5%  

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
6.23 Teacher (middle level changes mostly World Language Teachers)	\$339,429.09
5.0 Teachers (due to increased enrollment AMS, RMS)	\$272,415.00
Funds for Jumpstart programs at all middle schools	\$18,000.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
11.3 Teachers (as a result of middle level changes)	\$611,844.09
Para hours (reduce 5 hours per day)	\$86,985.00
Reduce one FB coach per building by change in intramural program – combine grade 7/8	\$8,536.47
Eliminate C team boys and girls BB	\$13,961.54
Reduce non personnel budget	\$7,733.57

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 23,180,679.21
Amount for Above Additions:	\$ 629,844.09
Amount for Above Reductions:	\$ <u>729,060.67</u>
Total:	\$ 23,081,462.63

(The “Total” must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee’s decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

The intent of reductions is to continue offering the full academic program and services to students to align with the intention of providing curriculum frameworks and learning opportunities to all students. Additions considered are reflected above. Other reductions considered, but not included were:

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year’s budget multiplied by the budget level.

- Reduction or elimination of other extra curricular offerings
- Further reduction of teaching staff would significantly impact class size or eliminate curriculum offerings
- Further reduction of other staff would further reduce or eliminate services to students and parents

The intent of reductions is to continue offering the full academic program and services to students to align with the intention of providing curriculum frameworks and learning opportunities to all students. Additions considered are reflected above. Other reductions considered, but not included were:

- Reduction or elimination of other extra curricular offerings
- Further reduction of teaching staff would significantly impact class size or eliminate curriculum offerings
- Further reduction of other staff would further reduce or eliminate services to students and parents

## BUDGET LEVEL SUMMARY FORM

(Specific Budget Level Information<sup>1</sup>)

Program Area:   Middle School  

Budget Level =   105%  

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
6.23 Teacher (middle level changes mostly World Language Teachers)	\$339,429.09
5.0 Teachers (due to increased enrollment AMS, RMS)	\$272,415.00
Funds for Jumpstart programs at all middle schools	\$18,000.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
11.0 Teachers (as a result of middle level changes)	\$599,313.00
Para hours (reduce 1 hour per day)	\$ 17,397.00
Reduce non personnel budget	\$ 1,913.05

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 23,180,679.21
Amount for Above Additions:	\$ 629,844.09
Amount for Above Reductions:	\$ <u>618,623.05</u>
Total:	\$ <u>23,191,900.25</u>

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

The intent of reductions is to continue offering the full academic program and services to students to align with the intention of providing curriculum frameworks and learning opportunities to all students. Additions considered are reflected above. Other reductions considered, but not included were:

- Reduction or elimination of other extra curricular offerings
- Further reduction of teaching staff would significantly impact class size or eliminate curriculum offerings

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

- Further reduction of other staff would further reduce or eliminate services to students and parents

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area:   Middle School  

Budget Level =   107.8  

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
6.23 Teacher (middle level changes mostly World Language Teachers)	\$339,429.09
5.0 Teachers (due to increased enrollment AMS, RMS)	\$272,415.00
Funds for Jumpstart programs at all middle schools	\$18,000.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 23,180,679.21
Amount for Above Additions:	\$ 629,844.09
Amount for Above Reductions:	\$ <u>0.00</u>
Total:	\$ 23,810,523.30

(The “Total” must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee’s decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

New program and schedule at the middle level requires staffing adjustment – this is primarily in the area of World Language teachers. Additionally, 5 teachers are needed to maintain class size and offer existing programs at Andersen and Russell Middle Schools due to increased enrollment at these schools. The transition action plan recommends a transition program (Jumpstart) for all incoming 6<sup>th</sup> grade students. The costs requested would sustain this program.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year’s budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area:   Middle School  

Budget Level =   108.3%  

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
6.23 Teacher (middle level changes mostly World Language Teachers)	\$339,429.09
5.0 Teachers (due to increased enrollment AMS, RMS)	\$272,415.00
Funds for Jumpstart programs at all middle schools	\$18,000.00
Increase non personnel budget	\$56,480.00
.5 Assistant Principal due to increased enrollment at BMS	\$47,512.50

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 23,180,679.21
Amount for Above Additions:	\$ 733,836.59
Amount for Above Reductions:	\$ <u>0.00</u>
Total:	\$ 23,914,515.80

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

New program and schedule at the middle level requires staffing adjustment – this is primarily in the area of World Language teachers. Additionally, 5 teachers are needed to maintain class size and offer existing programs at Andersen and Russell Middle Schools due to increased enrollment at these schools. The transition action plan recommends a transition program (Jumpstart) for all incoming 6<sup>th</sup> grade students. The costs requested would sustain this program.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**PROGRAM DESCRIPTION FORM**

**Program Area:** # 3—High Schools

**Briefly<sup>1</sup> describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year:**

- Provides instructional personnel responsible for student learning
- Meets diverse student learning needs through comprehensive program offerings and differentiated instructional delivery models.
- Delivers district approved curriculum in support of graduation goals of students
- Provides staff development opportunities
- Maintains safe and secure learning environment
- Supports student achievement of district ELO's
- Supports district policies and state accreditation rules
- Pursues and supports site planning goals
- Maintains facility through repair and replacement of equipment
- Provides counseling, career awareness information, and post-high school educational information (includes financial) for students
- Provides administrative leadership and program / institutional management
- Supports and maintains co-curricular and extracurricular programs
- Coordinates and maintains support personnel and facilities for student learning, staff and administration
- Maintains library/media services for students
- Provides technological support for instructional programs
- Supports SPED and 504 services for students
- Provides ELL services for students
- Purchases needed instructional materials and supplies to facilitate teaching and learning
- Provides health services for students
- Provides a structure to facilitate professional collaboration via the Professional Learning Communities (PLC) Model

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<sup>1</sup> Please limit the description to one page. The use of "bullets" is encouraged.



## EXECUTIVE SUMMARY

(Summary Information Covering All Proposed Budget Levels)

Program Area: High School

Budget Planning Participants: Judy Porter	Jon Lopez
George Conrad	Craig Whaley
Rick Kolowski	Rick Werkheiser
Curtis Case	Jim Sutfin
Chris Hughes	

Last Year's Budget: \$28,140,512.71

103.5%	Budget:	\$29,125,430.65	Incremental Amount \$29,125,430.65
104%	Budget:	\$29,266,133.22	Incremental Amount \$140,702.56
104.5%	Budget:	\$29,406,835.78	Incremental Amount \$140,702.56
105%	Budget	\$29,547,538.35	Incremental Amount \$140,702.56
106.4%	Budget	\$29,938,085.82	Incremental Amount \$309,547.48
106.7%	Budget	\$30,019,810.32	Incremental Amount \$81,724.50

Brief description of additions and/or reductions

- A. 103.5%  
Addition \$217,932.00
- \$217,932.00      4 Teachers (due to increased enrollment)
- Reduction (\$621,964.67)
- (\$163,449.00)      3 Media Specialists (reduces each building by one media specialist – one media specialist would remain in each building)
  - (\$354,139.50)      6.5 Teachers (class sizes will increase - elective or special programs may need to be eliminated or enrollment limited – magnet programs, FCS, World Language, Art, PE, Music, and/or Industrial Technology)
  - (\$20,000.00)      Reduction in the number of substitutes (reduction in field trips and number of days for teachers to attend staff development opportunities outside the district)
  - (\$31,528.03)      3 Aquatics Directors (Directors coordinate and oversee the community swim programs)
  - (\$51,336.62)      15 Asst. Coaches (reserve coaching positions where the fewest students would be effected – students would be incorporated into other levels of a sport)

- (\$1,511.52) Reduce non personnel budgets (reduce incrementally to each building based on student enrollment)

A. 104%  
Addition

\$272,415.00

- \$272,415.00 5 Teachers (due to increased enrollment)

Reduction

(\$535,745.10)

- (\$163,449.00) 3 Media Specialists (reduces each building by one media specialist – one media specialist would remain in each building)
- (\$354,139.50) 6.5 Teachers (class sizes will increase - elective or special programs may need to be eliminated or enrollment limited – magnet programs, FCS, World Language, Art, PE, Music, and/or Industrial Technology)
- (\$15,764.01) 3 Aquatics Directors (reduce to ½ time - Directors coordinate and oversee the community swim programs)
- (\$2,360.48) MIT Consultants (reduce 1 per building – there are currently 7-13 per building)
- (\$32.11) Reduce non personnel budgets (reduce incrementally to each building based on student enrollment)

B. 104.5  
Addition

\$354,139.50

- \$354,139.50 6.5 Teachers (due to increased enrollment)

Reduction

(\$476,767.04)

- (\$163,449.00) 3 Media Specialists (reduces each building by one person – one media specialist would remain in each building)
- (\$217,932.00) 4 Teachers (class size will increase - elective or special programs may need to be eliminated or enrollment limited – magnet programs, FCS, World Language, Art, PE, Music, and/or Industrial Technology)

- (\$22,788.72) Substitutes (reduction in field trips and number of days for teachers to attend staff development opportunities outside the district)
- (\$31,528.03) 3 Aquatics Directors (Directors coordinate and oversee the community swim programs)
- (\$41,069.30) 12 Asst. Coaches (reserve coaching positions where the fewest students would be effected – students would be incorporated into other levels of a sport)

C. 105%  
Addition

\$399,456.02

- \$381,381.00 7.0 Teachers (due to increased enrollment)
- \$18,075.02 Increase non personnel budget (increase incrementally to each building based on student enrollment)

Reduction

(\$381,381.00)

- (\$163,449.00) 3 Media Specialists (reduces each building by media specialist – one media specialist would remain in each building)
- (\$217,932.00) 4 Teachers (class size would increase - elective or special programs may need to be eliminated or enrollment limited – magnet programs, FCS, World Language, Art, PE, Music, and/or Industrial Technology)

D. 106.4%  
Addition

\$408,622.50

- \$408,622.50 7.5 Teachers (due to increased enrollment)

E. 106.7%  
Addition

\$490,347.00

- \$490,347.00 9 Teachers (due to increased enrollment)

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: High School

Budget Level = 103.5%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
4 Teachers	\$217,932.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
3 Media Specialists (reduces each building by one)	\$163,449.00
6.5 Teachers	\$354,139.50
Reduce the number of substitutes for class activities	\$20,000.00
Eliminate Aquatics Directors	\$31,528.03
Reduce assistant coaches	\$51,336.62
Reduce non personnel budget	\$ 1,511.52

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 29,529,463.32
Amount for Above Additions:	\$ 217,932.00
Amount for Above Reductions:	\$ <u>621,964.67</u>
Total:	\$ 29,125,430.65

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

The intent of reductions is to continue offering the full academic program and services to students to align with the intention of providing curriculum frameworks and learning opportunities to all students. Additions considered are reflected above. Other reductions considered, but not included were:

- Reduction or elimination of extra curricular offerings
- Further reduction of teaching staff would significantly impact class size or eliminate curriculum offerings
- Further reduction of other staff would further reduce or eliminate services to students and parents

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: High School

Budget Level = 104%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
5 Teachers	\$272,415.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
3 Media Specialists (reduces each building by one)	\$163,449.00
6.5 Teachers	\$354,139.50
Reduce Aquatics Directors to ½ time	\$ 15,764.01
Reduce MIT Consultants (one per building)	\$ 2,360.48
Reduce non personnel budget	\$ 32.11

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 29,529,463.32
Amount for Above Additions:	\$ 272,415.00
Amount for Above Reductions:	\$ <u>535,745.10</u>
Total:	\$ 29,266,133.22

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

The intent of reductions is to continue offering the full academic program and services to students to align with the intention of providing curriculum frameworks and learning opportunities to all students. Additions considered are reflected above. Other reductions considered, but not included were:

- Reduction or elimination of extra curricular offerings
- Further reduction of teaching staff would significantly impact class size or eliminate curriculum offerings
- Further reduction of other staff would further reduce or eliminate services to students and parents

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: High School

Budget Level = 104.5%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
6.5 Teachers	\$354,139.50

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
3 Media Specialists (reduces each building by one)	\$163,449.00
4 Teachers	\$217,932.00
Reduce substitutes for activities	\$ 22,788.72
Eliminate Aquatics Directors	\$ 31,528.03
Reduce 12 assistant coaches	\$ 41,069.30

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 29,529,463.32
Amount for Above Additions:	\$ 354,139.50
Amount for Above Reductions:	\$ <u>476,767.04</u>
Total:	\$ 29,406,835.78

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.



The intent of reductions is to continue offering the full academic program and services to students to align with the intention of providing curriculum frameworks and learning opportunities to all students. Additions considered are reflected above. Other reductions considered, but not included were:

- Reduction or elimination of extra curricular offerings
- Further reduction of teaching staff would significantly impact class size or eliminate curriculum offerings
- Further reduction of other staff would further reduce or eliminate services to students and parents

**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)Program Area: High SchoolBudget Level = 105%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
7 Teachers	\$381,381.00
Increase non personnel budget	\$ 18,075.02

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
3 Media Specialists (reduces each building by one)	\$163,449.00
4 Teachers	\$217,932.00

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 29,529,463.32
Amount for Above Additions:	\$ 399,456.02
Amount for Above Reductions:	\$ <u>381,381.00</u>
Total:	\$ 29,547,538.34

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

The intent of reductions is to continue offering the full academic program and services to students to align with the intention of providing curriculum frameworks and learning opportunities to all students. Additions considered are reflected above. Other reductions considered, but not included were:

- Reduction or elimination of extra curricular offerings
- Further reduction of teaching staff would significantly impact class size or eliminate curriculum offerings
- Further reduction of other staff would further reduce or eliminate services to students and parents

**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)Program Area: High SchoolBudget Level = 106.4%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
7.5 Teachers	\$408,622.50

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 29,529,463.32
Amount for Above Additions:	\$ 408,622.50
Amount for Above Reductions:	<u>\$ 0.00</u>
Total:	\$ 29,938,085.82

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

Enrollment is increasing.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)Program Area: High SchoolBudget Level = 106.7%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
9 Teachers	\$490,347.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 29,529,463.32
Amount for Above Additions:	\$ 490,347.00
Amount for Above Reductions:	\$ <u>0.00</u>
Total:	\$ 30,019,810.32

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

Enrollment is increasing.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**PROGRAM DESCRIPTION FORM**

**Program Area:** Governance

**Briefly<sup>1</sup> describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year:**

- Administer the development and maintenance of the educational programs designed to meet the needs of the community and carry out the policies of the Board of Education.
- Recommend the number and types of positions required to provide proper personnel for the operation of such a program recommending policies on organization, finance, instruction, school plant, and all other functions of the school program.
- Supervise the preparation and presentation of the annual budget and recommend to the Board of Education continuous evaluation of progress and needs of the schools and keeps the public informed.
- Supervise and evaluate all principals
- Supervise and coordinate the preparations of the school district publications
- Assist the board in setting, implementing and evaluating public relations marketing goals
- Serve as a consultant in the preparation and production of information materials prepared by school personnel
- Plan and design communication strategies to inform the public about specific problems or situations
- Serve as information officer
- Conduct a communication audit on a regular basis
- Develop the staff development plan and budget for the district
- Develop, coordinate and implement the district plan for site base planning
- Determine staff development needs for district personnel
- Conduct Strategic Planning and oversee implementation
- Secure resource people to conduct staff development activities
- Assist in evaluation of all program activities
- Coordinate all legislative activities conducted by the district
- Organize district leadership programs

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<sup>1</sup> Please limit the description to one page. The use of "bullets" is encouraged.

- Plan and administer an efficient system recruiting, hiring, compensating, training, supervising, evaluating, and dismissing district employees
- Prepare and administer the Human Resources budget
- Communicate the requirements and Human Resource needs for the District
- Develop, administer and interpret Board policies related to the Human Resource function
- Administer the employee compensation benefits program for the district
- Conduct collective bargaining by serving on the negotiations team
- Prepare and administer the Pupil Services budget

**EXECUTIVE SUMMARY**

(Summary Information Covering All Proposed Budget Levels)

Program Area:	Governance		
Last Year's Budget:	\$2,992,958.10		
103.5% Budget:	\$3,097,711.63	Incremental Amount: <sup>1</sup>	\$3,097,711.63
104.0% Budget:	\$3,112,676.42	Incremental Amount:	\$14,964.79
104.5% Budget:	\$3,127,641.21	Incremental Amount:	\$14,964.79
105.0% Budget:	\$3,142,606.01	Incremental Amount:	\$14,964.80
_____% Budget:	\$	Incremental Amount:	\$
_____% Budget:	\$	Incremental Amount:	\$

Please provide below a brief description of what is included in (or excluded from) each of the proposed budget levels. [Note: Use "bullet lists" if such will assist with clarity and conciseness. This form should focus on statements of fact. The Budget Summary Form (Appendix D) provides a forum for sharing the committee's rationale, comments, and supporting documents for each proposed budget level.]

A. 103.5% Budget

Reduce two levels of Terra Nova Testing (Elementary and Middle School).

B. 104.0% Budget

Eliminate one grade level of Terra Nova Testing and reduce A.D. office equipment.

C. 104.5% Budget

Reduce A.D. office equipment.

D. 105.0% Budget

Add software for District A.D. to track building use and increase cost for annual report.

E. \_\_\_\_\_% Budget

(Start typing here. Use block paragraph style.)

F. \_\_\_\_\_% Budget

(Start typing here. Use block paragraph style.)

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<sup>1</sup> The "Incremental Amount" is the difference between the proposed budget and the preceding proposed budget. In other words, the "Incremental Amount" answers the question, "How much more money would it take to fund this budget over what it took to fund the preceding one?" The incremental amount for the first proposed budget would, of course, be the full amount of the proposal (since there is no preceding budget).



**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)Program Area:  Governance Budget Level =  103.5 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
	\$

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Reduce Terra Nova Testing in two grades at different levels	\$32,236.38

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 3,129,948.01
Amount for Above Additions:	\$
Amount for Above Reductions:	\$ <u>-32,236.38</u>
Total:	\$ 3,097,711.63

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)Program Area:  Governance Budget Level =  104 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
	\$

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Eliminate Terra Nova Testing at one grade level	\$16,117.59
District A.D. Equipment	\$ 1,154.00

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 3,129,948.01
Amount for Above Additions:	\$
Amount for Above Reductions:	\$ <u>-17,271.59</u>
Total:	\$ 3,112,676.42

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area:  Governance

Budget Level =  104.5 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
	\$

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
District A.D. Equipment	\$2,306.80

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 3,129,948.01
Amount for Above Additions:	\$
Amount for Above Reductions:	\$ <u>- 2,306.80</u>
Total:	\$3,127,641.21

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)Program Area:  Governance Budget Level =  105 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
District Annual Report	\$ 5,658.00
A.D. Building Use Software	\$ 7,000.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 3,129,948.01
Amount for Above Additions:	\$ 12,658.00
Amount for Above Reductions:	\$
Total:	\$ 3,142,606.01

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

## PROGRAM DESCRIPTION FORM

### Program Area: Educational Services 2005-2006

Briefly<sup>1</sup> describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year:

- Leadership in all MEP (Millard Education Program) processes that affect reading, writing, mathematics, science, social studies, art, music, physical education, industrial technology, family consumer science, business, world languages, health, computer science, computer applications, counseling, International Baccalaureate, Montessori, Core Academy, technology mini-magnet, technology integration and high ability learners
- Leadership for teachers and principals in the use of MEP assessment data
- Quality control, coordination efforts for MEP alignment and support positions; i.e., ELI, READ, MEP Facilitators, Instructional Facilitators, Department Heads, Team Leaders
- Coordination of the MEP assessment system
- Coordination and development of policies pertaining to MEP curriculum, instruction, assessment and pupil services
- Alignment of the MEP with of the Nebraska content standards; review of "Millard Standards"
- Alignment of the MEP assessment system with the Nebraska assessment system.
- Facilitation and support of building programs such as I.B., MYP, PYP, and grant initiatives New Frontier, Montessori, Core Academy.
- Leadership and coordination of resources for re-teaching opportunities
- Leadership and coordination of resources for High Ability Learners
- Leadership and coordination for the continuation of Curriculum Management Audit recommendations
- Assistance, leadership and coordination for the implementation of program budgeting
- Communication liaisons with MOEC, NDE, UNO, UNL, ESU and other community agencies
- Direction and leadership for early childhood education programs; i.e., ELI, kindergarten, preschool, family resource center
- Coordination of federal grants; i.e. NCLB, Title I, Title IIA, Title III
- Coordination, design and implementation of summer school
- Direction and leadership for secondary vocational education and federal grants
- Coordination and support of co-curricular activities at the secondary level
- Direction and coordination of the English Language Learner Program
- Implementation and coordination of district strategic plans
- Coordination and revision of the teacher evaluation program
- Provision and facilitation of aligned staff development with curriculum initiatives
- Coordination of the district-wide institutes for staff development goals; i.e. differentiated instruction, technology staff development, mastery teaching, professional learning communities
- Direction and leadership for district media services and K-12 counseling services
- Development of innovative grant applications from various funding agencies
- Completion of all other duties as assigned

**Ed Services Program Budget Committee:** Martha Bruckner, Judy Porter, Carol Newton, Kim Saum-Mills, Donna Helvering, Bert Deremer, Terry Houlton, Nancy Johnston, Jon Lopez, Tammy Gebhart, Shelley McCabe, Nancy Thornblad, Susie Wooster, Clara Hoover, Rose Barta, Barb Waller, Liz Olson, Linda Shirck, Linda Kolburz,

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<sup>1</sup> Please limit the description to one page. The use of "bullets" is encouraged.

## EXECUTIVE SUMMARY

(Summary Information Covering All Proposed Budget Levels)

Program Area: Educational Services

Last Year's Budget: \$5,611,695.22

103.5% Budget:	\$5,808,105	Incremental Amount: <sup>1</sup>	\$5,808,105
104.0% Budget:	\$5,836,163	Incremental Amount:	\$28,058
104.5% Budget:	\$5,864,222	Incremental Amount:	\$28,059
105.0% Budget:	\$5,892,280	Incremental Amount:	\$28,058
108.2% Budget:	\$6,071,540	Incremental Amount:	\$179,260

Please provide below a brief description of what is included in (or excluded from) each of the proposed budget levels. [Note: Use "bullet lists" if such will assist with clarity and conciseness. This form should focus on statements of fact. The Budget Summary Form (Appendix D) provides a forum for sharing the committee's rationale, comments, and supporting documents for each proposed budget level.]

**PLEASE NOTE: Statement of Fact: Educational Services proposed (and received) an optional 98.6% budget increase for the 06 FYE budget. Most other budgets were approved at a level of 105% or higher. It Ed Services had requested a 102.5% budget in 05-06, the department would have had an additional \$220,219 to spend in 05-06 and to use in 06-07. The highest budget requested by Educational Services for the 06-07 budget period (i.e. 108.2%) is the same as a 104% budget if Ed Services had requested a 102.5% last year.**

**Department Interpretation: We are asking that the department be recognized (not penalized) for attempting to be fiscally responsive in both budget periods (FYE 06 and FYE 07). If the Program Budget Process penalizes a department for fiscal responsibility in one year by holding future budgets lower than they would have been otherwise, honesty and scrutiny will not be rewarded.**

A. 103.5% Budget. This budget **adds an elementary MEP facilitator** to allow the department to continue to support curriculum and instructional work. **The district has added 786 elementary students, and 33 teachers, since working with 3.5 elementary MEP facilitators.** To continue our support of teachers and buildings, we need to add one person. In order to support this changes, a decrease in support for specific curriculum development and curriculum adoptions is proposed.

B. 104.0% Budget This **budget supports the additional elementary MEP facilitator** as described above, but continues the decrease in support for needed specific curriculum development and adoptions.

C. 104.5% Budget This **budget supports the additional elementary MEP facilitator** as described above, but continues the decrease in support for needed specific curriculum development and adoptions.

D. 105.0% Budget This **budget supports the additional elementary MEP facilitator** as described above, but continues with a decrease in support for needed specific curriculum development and adoptions.

E. 108.2% Budget **This budget, is equal to a 104% budget increase if Ed Services had been approved at the minimal recommended budget amount for last year. It allows the department to support the adoption requests in world languages (related to strategic planning), elementary and middle level science, family consumer science, elementary math, and secondary and elementary ELL while supporting needed additions in elementary MEP facilitation, support for staff development, and minimal support for additional audio visual replacement materials.**

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<sup>1</sup> The "Incremental Amount" is the difference between the proposed budget and the preceding proposed budget.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Educational Services

Budget Level = 103.5%  
\$5,808,105

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
This budget would support an additional MEP facilitator at the elementary level.	\$ 65,000

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
A. Curriculum development teams would include fewer representatives, and more work would be done on school days with substitute teachers than on PPD days outside of the school day. Curricular adoptions in secondary world languages, elementary and middle level science would be reduced, This budget supports the additional elementary MEP facilitator as described above, but continues the decrease in support for needed specific curriculum development and adoptions.	\$ 88,928

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 5,832,033
Amount for Above Additions:	\$ 65,000
Amount for Above Reductions:	\$ -88,928
Total:	\$ 5,808,105

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Educational Services

Budget Level = 104%  
\$5,836,163

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
This budget would support an additional MEP facilitator at the elementary level.	\$ 65,000

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Curriculum development teams would include fewer representatives, and more work would be done on school days with substitute teachers than on PPD days outside of the school day. Some curricular adoptions in secondary world languages, elementary and middle level science would be reduced, as would math materials for elementary teachers.	\$60,870

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 5,832,033
Amount for Above Additions:	\$ 65,000
Amount for Above Reductions:	\$ -60,870
Total:	\$ 5,836,163

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.



**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)

Program Area: Educational Services

Budget Level = 104.5%  
\$5,864,222

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
This budget would support an additional MEP facilitator at the elementary level.	\$ 65,000

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Curriculum development teams would include fewer representatives, and more work would be done on school days with substitute teachers than on PPD days outside of the school day. Some curricular adoptions in secondary world languages, elementary and middle level science would be reduced, as would math materials for elementary teachers.	\$ 32,811

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 5,832,033
Amount for Above Additions:	\$ 65,000
Amount for Above Reductions:	\$ <u>-32,811</u>
Total:	\$ 5,864,222

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Educational Services

Budget Level = 105%  
\$5,892,280

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
This budget would support an additional MEP facilitator at the elementary level.	\$ 65,000

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Curriculum development teams would include fewer representatives, and more work would be done on school days with substitute teachers than on PPD days outside of the school day. Some curricular adoptions in secondary world languages, elementary and middle level science would be less than needed.. and there would be fewer math materials for elementary teachers.	\$ 4,753

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 5,832,033
Amount for Above Additions:	\$ 65,000
Amount for Above Reductions:	\$ <u>-4,753</u>
Total:	\$ 5,892,280

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Educational Services Department

Budget Level =  
\$6,071,540

108.2%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
This budget would support needed curricular development and adoptions in elementary science, elementary and secondary ELL, secondary world language, middle level science, and family consumer skills.	\$ 133,582
This budget would support an additional MEP facilitator at the elementary level.	\$65,000
This budget would support a part time secretary to support staff development (instead of temp help)	\$6,616
This budget would provide a minimal addition to audio visual replacement costs.	\$5,000
Additional support for staff development projects	\$29,309

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
	\$

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 5,832,033
Amount for Above Additions:	\$ 239,507
Amount for Above Reductions:	\$
Total:	<b>\$ 6,071,540 (Equal to 104% budget for FYE 07 if Ed Services had posted a minimum budget of 102.5% for FYE 06)</b>

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

## **INFORMATION TO SUPPORT BUDGET REQUESTS.**

### **Program Area: Educational Services Department**

#### **What are the major additions provided for in this budget and what are the justification for the requests?**

1. Educational Services asked for (and received) a 98.6% budget increase for the 06 FYE budget. Most other budgets were approved at a level of 105% or higher. The **highest budget requested by Educational Services in this budget period (i.e. 108.2%) is the same as a 104% budget if Ed Services had requested a 102.5% last year.**
2. Each budget adds support for an elementary MEP facilitator to allow the department to continue to support curriculum and instructional work. The district has added 786 elementary students, and 33 elementary teachers, since Ed Services began to work with a staff of 3.5 elementary MEP facilitators. To continue our support of teachers and buildings, we need to add one person to assist at the elementary level. In order to support this changes, a decrease in support for specific curriculum development and curriculum adoptions is proposed at lower budget levels.
3. The 108.2% budget supports needed curricular development and adoptions in elementary science, elementary and secondary ELL, secondary world language, middle level science, and family consumer skills. The major increase is related to an increase in secondary world language that is **supported in the district's strategic plan.** The increase in world language at the middle level was made possible by a significant shift in the middle level schedule. Since world languages are now offered to all middle level students at 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade, a large increase in adoption materials is required.

**Program Description Form**

**Program Area: Business Services**

**Briefly describe the programs and/or services which are provided within this area of the school district's budget during the preceding budget year (FY06):**

Business Services is responsible for a variety of services including but not limited to: accounts payable, payroll, purchasing, receiving, warehousing, inventories, deliveries, district-level construction management, grant accounting, financial software system operations and support, budget preparation, state financial reporting, cash management, facility use coordination, energy management and telephone service coordination.

**PAYROLL**

Paychecks and direct deposits for over 3,700 employees are processed on a monthly and biweekly basis. Salaried employees are paid monthly while hourly employees are paid biweekly. This amounts to three payrolls every month, with two months having four payrolls. This includes all the processing, reconciliation and reporting of insurance, taxes, deductions, etc.

**ACCOUNTS PAYABLE, PURCHASING, RECEIVING, AND DELIVERING**

Processing over 7,500 purchase orders and issuing over 11,500 checks annually. Generating all necessary reports for Board of Education and budget managers.

**WAREHOUSE**

Maintains an inventory of over 550 items. Coordinates receiving, bar coding, and distribution of goods to the buildings.

**BUDGET PREPARATION**

Initiates, oversees and implements the Program Budgeting process for the district. The district is required to budget for eight funds totaling in excess of \$200,000,000.

**CONSTRUCTION**

Work with construction management firm. Payments go through accounts payable. Coordinates temporary services and temporary relocations. Purchasing and receiving of materials to equip new buildings. Prepare necessary reports for Board of Education regarding construction management.

**FINANCIAL SOFTWARE**

Designated school district employees in every building use the accounting system for entering purchases orders and reviewing financial transactions. The business office provides training, software upgrades and technical support.

**GENERAL DISTRICT WIDE EXPENDITURES**

Equipment repair, dataTeam (activity fund) software upgrades/training, fees for bond paying agents, various consulting costs, etc.

## EXECUTIVE SUMMARY

(Summary Information Covering All Proposed Budget Levels)

Program Area:                    Business Services

Last Year's Budget:            \$ 1,324,365.33

103.5% Budget:	\$ 1,370,718.12	Incremental Amount: <sup>1</sup>	\$ 1,370,718.12
104.0% Budget:	\$ 1,377,339.94	Incremental Amount:	\$ 6,621.82
104.5% Budget:	\$ 1,383,961.77	Incremental Amount:	\$ 6,621.83
105.0% Budget:	\$ 1,390,583.60	Incremental Amount:	\$ 6,621.83
115.7% Budget:	\$ 1,532,378.60	Incremental Amount:	\$ 141,795.00

Please provide below a brief description of what is included in (or excluded from) each of the proposed budget levels. [Note: Use “bullet lists” if such will assist with clarity and conciseness. This form should focus on statements of fact. The Budget Summary Form (Appendix D) provides a forum for sharing the committee’s rationale, comments, and supporting documents for each proposed budget level.]

A.        103.5% Budget

- Reduce Business Services Temporary Help
- Reduce Warehouse Temporary Help
- Reduce Business Services Equipment Replacement

B.        104.0% Budget

- Reduce Business Services Temporary Help
- Reduce Warehouse Temporary Help
- Reduce Business Services Equipment Replacement

C.        104.5% Budget

- Reduce Business Services Temporary Help
- Reduce Warehouse Temporary Help

D.        105.0% Budget

- Increase Support Services Temporary Help

E.        115.7% Budget

- 1.0 FTE Delivery Driver
- 1.0 FTE Project Manager
- Project Manager Vehicle & Software
- Summer Intern – Project Management

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<sup>1</sup> The “Incremental Amount” is the difference between the proposed budget and the preceding proposed budget. In other words, the “Incremental Amount” answers the question, “How much more money would it take to fund this budget over what it took to fund the preceding one?” The incremental amount for the first proposed budget would, of course, be the full amount of the proposal (since there is no preceding budget).

**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)

Program Area: Business Services

Budget Level = 103.5%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
NONE	\$

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Business Services Temporary Help	(\$3,649.74)
Warehouse Temporary Help	(\$3,649.74)
Business Services Equipment Replacement	(\$10,000.00)

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 1,388,017.60
Amount for Above Additions:	\$
Amount for Above Reductions:	\$ <u>17,299.48</u>
Total:	\$ 1,370,718.12

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

The 103.5% Business Services Budget represents a decrease of \$17,299.48 from the Continuation Budget of \$1,388,017.60. Business Services Temporary Help, Warehouse Temporary Help and Business Services Equipment Replacement would be reduced. This would delay software upgrades due to outdated equipment, postpone projects and increase overtime to complete daily work. Specific results of this budget cut include delaying the processing of warehouse orders for school opening and missing financial deadlines for vendor payments and payroll processing.

Additional FTEs for a full time delivery driver, project manager and intern positions were considered but could not be accommodated due to financial constraints.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)

Program Area: Business Services

Budget Level = 104.0%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
NONE	\$

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Business Services Temporary Help	(\$2,838.83)
Warehouse Temporary Help	(\$2,838.83)
Business Services Equipment Replacement	(\$5,000.00)

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 1,388,017.60
Amount for Above Additions:	\$
Amount for Above Reductions:	\$ <u>10,677.66</u>
Total:	\$ 1,377,339.94

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

The 104.0% Business Services Budget represents a decrease of \$10,677.66 from the Continuation Budget of \$1,388,017.60. Business Services Temporary Help, Warehouse Temporary Help and Business Services Equipment Replacement would be reduced. This would delay software upgrades due to outdated equipment, postpone projects and increase overtime to complete daily work. Specific results of this budget cut include delaying the processing of warehouse orders for school opening and missing financial deadlines for vendor payments and payroll processing.

Additional FTEs for a full time delivery driver, project manager and intern positions were considered but could not be accommodated due to financial constraints.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.



**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)

Program Area: Business Services

Budget Level = 104.5%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
NONE	\$

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Business Services Temporary Help	(\$2,027.92)
Warehouse Temporary Help	(\$2,027.91)

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 1,388,017.60
Amount for Above Additions:	\$
Amount for Above Reductions:	\$ <u>4,055.83</u>
Total:	\$ 1,383,961.77

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

The 104.5% Business Services Budget represents a decrease of \$4,055.83 from the Continuation Budget of \$1,388,017.60. Business Services Temporary Help and Warehouse Temporary Help would be reduced to accommodate the decrease. This would postpone projects and increase overtime to complete daily work. Specific results of this budget cut include delaying the processing of warehouse orders for school opening and missing financial deadlines for vendor payments and payroll processing.

Additional FTEs for a full time delivery driver, project manager and intern positions were considered but could not be accommodated due to financial constraints.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)

Program Area: Business Services

Budget Level = 105.0%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Temporary Help – Support Services	\$2,566.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
NONE	

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 1,388,017.60
Amount for Above Additions:	\$ 2,566.00
Amount for Above Reductions:	\$ <u>0.00</u>
Total:	\$ 1,390,583.60

(The “Total” must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee’s decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

The 105.0% Business Services Budget represents an increase of \$2,566.00 from the Continuation Budget of \$1,388,017.60. Support Services Temporary Help would be increased. This would allow for extra help in the warehouse or other support areas during peak times.

Additional FTEs for a full time delivery driver, project manager and intern positions were considered but could not be accommodated due to financial constraints.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year’s budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)

Program Area: Business Services

Budget Level = 115.7%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
1.0 FTE Delivery Driver	\$42,811.00
1.0 FTE Project Manager	\$68,750.00
Project Manager Vehicle & Software	\$28,000.00
Summer Intern – Project Management	\$4,800.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
NONE	

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 1,388,017.60
Amount for Above Additions:	\$ 144,361.00
Amount for Above Reductions:	\$ <u>0.00</u>
Total:	\$ 1,532,378.60

(The “Total” must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee’s decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

The 115.7% Business Services Budget represents an increase of \$144,361.00 from the Continuation Budget of \$1,388,017.60. FTEs for a full time delivery driver, project manager (including vehicle and software costs) and an intern are included in this budget. Additional supporting documentation and rationale are attached.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year’s budget multiplied by the budget level.

March 30, 2006

To: Chris Hughes Chair, Business Services Committee  
 Ken Fossen Committee Member  
 Shirley Lueth Committee Member

From: Ed Rockwell General Manager for Support Services

Re: Support Services / Distribution Center  
**FY 06-07 Budget Request for One Additional F.T.E. – Delivery Driver**

**Rationale**

Several factors have created this immediate need for an additional driver:

- Longer distances to recently opened schools such as Reeder, Rohwer, Wheeler, BMS have increased the travel times from SSC to these remote locations
- Increased traffic loads and constant, wide-spread road construction projects have also increased travel time to and from all locations
- Major new curriculum / textbook adoptions in 04 and scheduled for 05 and beyond
- Major purchases of new computer equipment requiring receiving, documenting, delivery, etc.
- The Technology Division's relocation to CSMI has created another site to incorporate into delivery routes
- The district's new Surplus Center operation located at CSMI has created additional demands to manpower and equipment
- The district's accelerated and on-going effort to remove and dispose of surplus equipment via eBay Auction has created additional manpower demands
- There are no substitute drivers available when an absence occurs. Whenever we are short of drivers, our Receiver must drive a route truck, forcing the Warehouse Manager to cover the receiving duties

Several imminent events will add further impact to our driver shortage:

- New elementary buildings opening in 2007 and 2008 at 195<sup>th</sup> and F Street and at 168<sup>th</sup> & Giles Road will add locations to routes and severely impact travel and route times
- A new Alternative High School location has yet to be chosen, but no matter where it is built, it will add a location to driver's routes

Distribution drivers are well known to pick up and deliver warehouse inventory, MPS mail and general freight, and to haul food carts to support the satellite kitchens. The following list of other, special services is not well understood – Distribution Drivers:

- Pull and fill their own orders from inventory
- Haul loaner folding chairs, music risers, portable sound systems and video projection equipment to and from Distribution to all schools
- Haul wrestling mats, track equipment, art displays and music equipment to support special events
- Haul first class and bulk mail to third party processors for preparation and entry into the US Mail system
- Haul obsolete textbooks, computers, educational equipment, furniture, Terra Nova tests and an endless variety of other "non-inventory" items
- Haul teachers' materials when a teacher or administrator changes location
- Haul paper materials to be shredded

- Haul and store archival materials for the Business Office, Planning and Evaluation and SSC Plan Room
- Pick up certain items at local vendors that are not delivered to Distribution
- Haul surplus equipment and materials of all kinds to the local auctioneer's warehouse for disposal

#### **Duties of the new position**

The new driver will:

- Help pull and load orders for all other route drivers, allowing them time on the road for their longer routes immediately, and additional stops at imminent future locations
- Assist the Receiver with large or difficult orders received at our dock, allowing the Receiver to staff the dock at all times
- Assist the Warehouse Manager with a variety of ongoing and special tasks (see above), including a higher level of inventory and operation of the Surplus Center
- Serve in the role of a "utility" person to cover the absence of any Distribution staff
- Assist route drivers as needed for special deliveries requiring special assistance or specialized equipment
- Utilize the existing "spare, old truck" when needed, no additional truck purchase is anticipated at this time

#### **Cost**

It is my understanding that \$42, 811 will be the annual cost of this employee

#### **Supporting Documentation**

See attached route and personnel assignments

#### **Questions / Clarifications**

I would be happy to answer any questions or provide any clarifications regarding this request. Please feel free to contact me anytime at 691-1396 or via email. Thanks to all Committee members for their consideration of this request.

## EXTRA DUTIES DONE SHARED BY ALL WAREHOUSE DRIVERS

PULLING OF WAREHOUSE ORDERS

MOVEMENT OF RISERS

MOVEMENT OF CHAIRS

MOVEMENT OF SOUND SYSTEM AND LARGE PROJECTION SCREEN

MOVEMENT OF EDUCATIONAL MATERIALS FROM POINT TO POINT

PICKUP AND DISPOSAL OF OBSOLETE TEXTS

PICKUP OF MATERIALS FOR SHREDDING

PICKUP AND DISPOSAL OF OBSOLETE COMPUTERS

PICKUP AND DISPOSAL OF OBSOLETE FURNITURE

MOVING TEACHERS FROM BUILDING TO BUILDING

MOVING FURNITURE BETWEEN BUILDINGS

MOVING FILES FOR STORAGE

MOVING WRESTLING MATS OR TRACK MATERIALS FOR SPECIAL MEETS

DELIVERING AND PICKING UP TERRA NOVA TESTS

SHUTTLING MATERIALS BACK AND FORTH BETWEEN THE TWO WAREHOUSE'S

OCCASSIONAL PICK UP OF PO'S FROM LOCAL VENDORS

MOVEMENT OF ART PANELS BETWEEN SCHOOLS OR TO OAKVIEW MALL

## **ROUTE ASSIGNMENTS**

MIKE LEE 8:00 - 1:00

## SOUTHEAST

8:45

SSC

DSAC

SHS

ROCKWELL

PICKUP FOOD CARTS

HOLLING HTS

DELIVER FOOD CARTS

ESU

A/V REPAIRS

HITCHCOCK

PICKUP FOOD CARTS

DISNEY

DELIVER FOOD CARTS

NORRIS

SANDOZ

CMS

CMS ANNEX

YAP

CMS ANNEX

SPED/TRANSPORTATION

MLC

DSAC

11:30

SSC



MARK NELSON 8:30 - 4:00

## SOUTHWEST

8:30	DSAC	
	BRYAN	
	NHS	PICKUP FOOD CARTS
	COTTONWOOD	DELIVER FOOD CARTS
	ACKERMAN	
	WILLOWDALE	
	RMS	
	ROHWER	
	WHS	
	BMS	
	WHEELER	
	BLACK ELK	
	AMS	
	NEIHARDT	
	ECHO HILLS	
	GP SERVICES	DELIVER BULK MAIL
	ESU	AV REPAIRS
	DSAC	
12:00	SSC	LUNCH
2:00	COTTONWOOD	PICKUP FOOD CARTS
	NHS	DELIVER FOOD CARTS
2:45	SSC	

JACK COTTON 7:30 - 4:00

NORTH

8:30	SSC	
	DSAC	DELIVER SUPPLIES
	CSMI	
	KMS	
	ALDRICH	
	ABBOTT	
	EZRA	
	NMS	PICKUP FOOD CARTS
	HARVEY OAKS	DELIVER FOOD CARTS
	MORTON	DELIVER FOOD CARTS
	MONTCLAIR	
	CATHER	
	CODY	
11:30	SSC	LUNCH
1:30	HARVEY OAKS	PICKUP FOOD CARTS
	MORTON	PICKUP FOOD CARTS
	NMS	DELIVER FOOD CARTS
	DSAC	PICKUP PSI MAIL
	GP SERVICES	DELIVER BULK MAIL
	ESU	A/V REPAIRS
	PSI	
3:30	SSC	

GARY GABLE 7:00 - 3:30

## WAREHOUSE ASSISTANT (Receiver)

SIGN FOR AND RECEIVE SHIPMENTS FROM CARRIERS.

RECEIVE MERCHANDISE INTO PENTAMATION, COUNTING AND VERIFYING CONTENTS OF EACH BOX.

LABEL BOX FOR DESTINATION SCHOOL.

PUT AWAY WAREHOUSE SHIPMENTS TO PROPER AREA.

KEEP WAREHOUSE SHELVES STOCKED.

WORK WITH VENDORS AND CARRIERS ON SHORTAGES AND DAMAGES.

BARCODE ANY SHIPMENTS REQUIRING BARCODING.

STAGE SHIPMENTS IN PROPER AREA FOR THE DESTINATION SCHOOL.

WEIGH AND PROCESS UPS OUTBOUND SHIPMENTS USING UPS WORLDSHIP PROGRAM.

WORK WITH BOOKKEEPING DAILY VERIFYING RECEIPT OF ORDERS.

March 30, 2006

To: Chris Hughes Chair, Business Services Committee  
 Ken Fossen Committee Member  
 Shirley Lueth Committee Member

From: Ed Rockwell General Manager for Support Services

Re: Support Services / Distribution Center  
**FY 06-07 Budget Request for One Additional F.T.E. – 2<sup>nd</sup> Project Manager**

**Rationale**

Currently, the District employs just one FTE Project Manager (Kim Thompson), reporting to the General Manager for Support Services (Ed Rockwell). This position is solely responsible for all of the District's Self-Funded Projects (PTA, PTO, and building-funded). The position shares half of the workload for Special Building Fund Projects (paving, roofing, flooring, etc) and half of the workload for Bond Fund Projects (major new buildings, additions and renovations). Additionally, the position plays a supporting role in management of the District's Plan Room, construction and archival documents, coordination and support of Maintenance and Operations, and many other miscellaneous duties.

See attached for a "snapshot" of the current projects managed by the position. It is quite obvious that one person cannot spend the time required to do a thorough and high-quality job with each and every project. The Project Manager by necessity, results to a process of just "touching" each project to try to keep it afloat, without enough time to get into and resolve the deeper issues. We often field complaints that the response time of this position is too slow. A frequent example is that a PTO will raise funds to build a project. Typically, our response time is 6 to 12 months. This results in frustration on the part of 4<sup>th</sup> and 5<sup>th</sup> grade parents, who helped raise the funds, but whose children are now in middle school and won't play on the new playground equipment.

To help support this workload, the General Manager for Support Services must personally manage the remaining half of the Special Building Fund and Bond Fund Projects. This time demand prevents the General Manager's position from spending ample time on his duties in oversight of Purchasing, Distribution, Hazardous Materials, Surplus Center, Mail Operations, etc.

**Re-distribution of Tasks**

With the addition of a second Project Manager, the workload could be divided as-follows:

PM-1	1/2 of Self-Funded Projects	PM-2	1/2 of Self-Funded Projects
PM-1	40% of Building Fund Projects	PM-2	40% of Building Fund Projects
PM-1	40% of Bond Fund Projects	PM-2	40% of Bond Fund Projects

GM-SSC 20% of Building Fund Projects / 20% of Bond Projects

**Advantages Gained by the New Position**

- Faster response times to new requests for projects
- More thorough and effective management of all assigned projects
- Improved coordination of District operations with construction activities
- Lower cost of support from contracted architects and engineers
- Management time available for planning, organization and problem-solving

**Costs**

Salary: The annual cost of this employee will be approximately \$68,750 in salary and benefits.

Vehicle: A typical vehicle appropriate for this position would cost \$24,000 if purchased new. This new vehicle would eventually be rotated into the Maintenance Department's fleet.

Technology and Supplies: Approximately \$4,000 should be budgeted.

Office space: A challenge at Support Services, we will need to be creative. Costs \$ TBD

**Supporting Documentation**

See attached, current workload of the Project Manager's position

**Questions / Clarifications**

I would be happy to answer any questions or provide any clarifications regarding this request. Please feel free to contact me anytime at 691-1396 or via email. Thanks to all Committee members for their consideration of this request.

## **Current Project Management Workload**

April 5, 2006

- 1. 2005 Bond Projects**
- 2. Special Building Fund Projects** (includes 2006 Summer Projects)
- 3. Self-Funded Projects** (PTO's & individual building budgets)
- 4. Maintenance Department Projects** (Grounds, Carpentry, Mechanical)

### **Current Bond Project Projects** (in progress - various stages)

1. Ackerman Elementary Renovation
2. Alternative High School (new building)
3. Beadle Middle School Additions
4. Buell Stadium Track and Field Improvements
5. Elementary 24 (new building)
6. Elementary 25 (new building)
7. North High School Renovation and Addition
8. South High School Renovation and Addition
9. West High School Renovation and Addition

### **Special Building Fund Projects** (in progress)

1. Beadle Middle School – Reconditioning of Running Track
2. Buell Stadium – New Storage Building for Turf Maintenance and SHS Track Storage
3. SSC, WHS, NHS and SHS – Remote Irrigation System Project
4. Rohwer- Paving Replacement Project
5. Sandoz- Paving Replacement Project
6. Russell Middle School- New Public Sidewalk
7. West High School – New Public Sidewalk
8. Anderson MS – Hollow Metal Door and Frame Replacement
9. Ezra- Hollow -Metal Door and Frame Replacement
10. Harvey Oaks - Hollow Metal Door and Frame Replacement
11. North HS - Hollow Metal Door and Frame Replacement
12. Holling Heights- Hollow Metal Door and Frame Replacement
13. Ezra – Carpet Replacement Project
14. Kiewit MS – Flooring Replacement Project
15. Neihardt- Carpet Replacement Project
16. Willowdale – Carpet Replacement Project
17. Bryan- Gym Painting
18. Cather- Gym Painting
19. Central MS- Re-roofing Project
20. North MS- Re-roofing Project
21. Anderson MS- Wash fountain Replacement Project

22. Anderson MS- De-Humidification Project Phase I
23. Cottonwood – HVAC Improvements
24. Rockwell- HVAC Improvements Phase II
25. Morton- Fire Detection Replacement Project
26. Wheeler – Softball Backstop
27. North HS- Interior Sign Project
28. South HS- ADA Compliant (Automatic Door) Project
29. DSAC- Remodel of work areas and Conference Room D
30. DSAC – ADA compliant railing replacement project
31. Wheeler – Softball Backstop

**Current Self Funded Projects (in progress)**

1. West HS- Trophy Case Installation at Pool
2. Bryan- Kindergarten Playground Project
3. Disney- Playground Additions
4. Abbott- Lounge and Workroom Renovations
5. Harvey Oaks- Outdoor Benches and BB Hoop (Interior and Exterior)
6. Montclair- Playground Renovations – Phase II
7. North HS- Media Center Production Room Acoustics Project
8. West HS- Training Room Cabinets
9. Sandoz- Swing Set ADA Compliance
10. Wheeler – Playground Irrigation
11. Kiewit MS- Sewing Room Modifications
12. Rohwer- BB Hoops, Funhoop and Tetherball additions
13. Cottonwood- BB Hoop additions
14. Morton – Playground Additions –from Master plan
15. Reeder- Playground additions – from Master Plan

**Self Funded Projects (pending, in order of entry)**

1. West HS- Security Station at Main Entrance
2. Abbott- Library Shelving
3. West HS- Coaches Office Remodel
4. West HS- Wasaki Grill Hood
5. Neihardt- Library Renovation
6. Neihardt- Foyer Presentation Stand
7. North HS- Office Carpet Replacement
8. Montclair – Tunnel Mural
9. North HS- Science Room Outlet relocation
10. Reeder- Marquee
11. Neihardt- Playground Additions
12. Reeder- Blacktop designs
13. North HS- Outdoor Athletic Storage Building
14. Norris- Library Cabinets
15. North HS- Renovations of Hall Display case
16. North HS- School Store in Commons
17. Hitchcock- Bike Racks

18. South HS- Softball Field Flagpoles
19. Montclair- Kindergarten Coat Hooks
20. Abbott- Parking Lot – Additional Lighting
21. Norris- Playground – Phase II
22. North HS- Mustang Graphic in new Addition
23. Black Elk- Soccer / Football Field Grading and Irrigation
24. Cather- Outdoor Learning Classroom
25. CMS Annex- Sensory Garden
26. RMS- Office / Workroom re-carpet project
27. Aldrich – Library Shelving – re-activated from on hold for funding
28. Rockwell – Blacktop at upper playground
29. AMS – Classroom Doors
30. Holling Heights- Playground additions
31. WHS – Press box / Concession stand / Restrooms at Baseball field



March 31, 2006

To: Chris Hughes Chair, Business Services Committee  
 Ken Fossen Committee Member  
 Shirley Lueth Committee Member

From: Ed Rockwell General Manager for Support Services

Re: Support Services / Distribution Center  
**FY 06-07 Budget Request for P.T.E. – Summer Intern for Project Management**

### **Rationale**

The Support Services Plan Room is a dynamic workplace, where construction documents are received, labeled, stored, retrieved, check-out, viewed and archived. The types of documents include; plans, specifications, shop drawings, color boards, sample submittals, maintenance and operation manuals and general project correspondence. The documents serve a variety of purposes and groups, including; architects, engineers, MPS project management team, maintenance and operations staff, legal, etc. Maintaining these documents in a manner which preserves them, enables users to easily find them, and ensures that they are kept current, is a substantial and time-consuming effort.

The work requires a combination of construction management knowledge and clerical skills, along with an eye for detail and a high level of accuracy. Currently, the Plan Room duties are shared by the General Manager for Support Services (Ed Rockwell), the Project Manager (Kim Thompson), and the Administrative Secretary for Support Services (Christy Vlcek). It is a constant struggle to prioritize these duties above the daily workload for these positions, which is continually filled with urgent issues of higher priority. Often, documents are piled and wait in boxes for months, until someone frees the time needed to address the demand.

We have researched internship programs at colleges, universities, and with architectural-engineering firms. Our findings indicate that a first or second-year architectural or engineering intern would have a basic knowledge of the documents and should be able to learn the specific skills needed very quickly. The intern would definitely benefit from the practical experience we could offer. We intend to expose the intern to a variety of field work, construction management meetings, etc., along with the Plan Room duties (see enclosed job description).

### **Advantages Gained by the New Position**

- Provides the labor hours needed, by semi-skilled worker at minimal cost
- Enables annual “catch-up” and reorganization of documents
- Increases the quality of document storage and organization, ensures efficiency of document searches
- Frees time for project management staff during the hectic summer construction season

### **Costs**

Anticipate 10 weeks at 40 hrs/week = 400 hours per summer season. At \$12/hr x 400 hours = \$4,800

### **Supporting Documentation**

See attached, job description for SSC Summer Intern

### **Questions / Clarifications**

I would be happy to answer any questions or provide any clarifications regarding this request. Please feel free to contact me anytime at 691-1396 or via email. Thanks to all Committee members for their consideration of this request.



Support Service Center  
 13906 F Street  
 Omaha, Nebraska 68137  
 (402) 691-1220

March 31, 2006

**Title: Intern for Support of Project Management at K-12 Public School District**

**Working Environment:** The successful intern will be assigned to work at and from the District's Support Services Center, specifically assigned to the Project Management area. Working under the direction of the direction of the Project Manager and the General Manager for Support Services, the intern will be assigned a variety of direct tasks involving –

- Active and archival construction documents
- Creation and maintenance of organizational tools for project management
- Interface with school administrators, design and construction professionals to accomplish specific planning, bidding, contract administration and management tasks

**Exposure to Real-world Conditions and Experiences:** The intern will temporarily become an integral part of a busy K-12 public school project management office. This office directly oversees design and construction of more than \$3 million in projects over the summer of 2006, and participates as part of a team managing \$53 million in large-scale capital improvements. Examples of exposure include –

- Working with all types of construction documents
- Observation of high-level District administrative meetings on project issues
- Accompanying District project managers to active construction job sites for:
  - Progress meetings with architects, engineers, contractors and school staff
  - Inspections of work in progress
  - Contract administration issues
  - Problem solving and resolution
  - Owner's perspective on construction coordination and management issues
- Types of construction project exposure include:
  - Small, special projects ranging from \$1,000 - \$40,000
  - Paving projects up to \$300,000
  - Roofing projects up to \$400,0000
  - Electrical, mechanical and HVAC projects up to \$300,000
  - Additions and general renovations up to \$6,000,000
  - New building projects up to \$7,000,000

Specific Duties and Expectations:

1. Plan Room Flat Files (existing documents) – sort, organize, file, label, stamp and re-bind as necessary.
2. Create Index of Drawings and Project Manuals.
3. Sort new plans, manuals, shops and owner manuals from completed projects for archival.
4. Assist the Project and Support Services General Manager with owner needed information and research for outside disciplines.
5. Create and help maintain organizational tools for the office.
6. Make initial contacts on self funded projects to obtain general information and scope of projects. Assist Project Manager in preparing cost estimates, drawings and outlining scope of new projects.
7. Joining the Project Manager and Support Services General Manager on site visits, help us record progress, document issues and download and file photos. Use and learn “Constructware” platform for construction documentation.
8. Assist the Project Manager and Support Services General Manager with coordination, verification or follow up calls to vendors and contractors. (Purchase orders, deliveries, owner procurement items as an example.)
9. Daily “task” items as assigned by the Project Manager and Support Services General Manager.

**Program Description Form**

**Program Area: Contracted Business Services**

**Briefly describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year:**

Contracted Business Services incorporates those areas of service that the business office must contract with outside agencies. These areas include the following: Accounting/Auditing Fees, Legal Services, Commercial Insurance Premiums (property, liability, workers compensation, inland marine, crime, auto, etc.), Mail Service (postage, bulk mailing, etc.) and High Volume and Special Order Copying. These services are required to operate the district.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Contracted Business Services

Budget Level = \$3,179,699 (FIXED)

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Increase Audit Services	\$ 3,750.00
Increase Legal Services	\$ 10,000.00
Increase P,C,L & WC Premiums	\$ 16,504.00
Increase Postage	\$ 10,000.00
Increase Copy Services	\$ 40,050.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Eliminate Coalition Expenses	\$ 500,000.00

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ N/A
Amount for Above Additions:	\$
Amount for Above Reductions:	\$
Total:	\$

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

The Contracted Business Services Budget is decreasing by \$419,696.00 from the FY06 budget of \$3,599,395.00. This is a reduction of 11.66%. The decrease is the result of the elimination of the Coalition Budget of \$500,000.00. The increases in auditing, legal and copy services, insurance premiums and postage are standard rate and usage increases.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

## PROGRAM DESCRIPTION FORM

### **Program Area: Technology**

**Briefly<sup>1</sup> describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year:** The district-level technology program supports the wide area and local area networks, all hardware, software, curriculum-based technology, and the many end-users of technology—students and staff—within the district. The program supports building computer initiators and media specialists. There are 21.0 FTE associated with the program. This includes: 1.0 FTE Assistant Supt., 1.0 FTE Systems Analyst, 5.0 FTE Network Support Specialists, 6.0 FTE Technology Facilitators for desktop support, 2.0 FTE Instruction Technology Facilitators (MEP), 1.0 FTE District Instructional Technology Specialist, 1.0 FTE Technology Helpdesk Specialist, 1.0 FTE Secretary to Tech Division, and 1.0 FTE Receptionist/Secretary. [Note: Other staff who work in technology, but are in other budgets include: 1.0 FTE HS Technology Specialist, 1.0 FTE HS Tech. Para, 4.0 FTE through ESU#3 dedicated to DSAC, Infinite Campus, Pentamation, and staff development.]

#### Network Support (Wide Area and Local Area) and Desktop Support

- Maintain 80+ Novell , NT, W2000/2003, Linux, and Apple OSX servers.
- Maintain data closet equipment including over 500 switches and more than 10,800 data drops
- Manage Novell server databases for all elementary, middle, and high schools (approximately 2500 staff, 20,000 students)
- Maintain Internet connectivity and filtering (CIPA compliance) for 7,200+ workstations
- Provide Dark Fiber/Galaxy fiber lines for 3 high schools and Cox Business Services fiber connections for voice, video, and data communications for all district facilities.
- Coordinates district technology needs with ESU#3 services (Pentamation, and web administration)
- Supports Infinite Campus, the District's Student Database, and Parent Portal (web access)
- Provides test environment for new technologies
- Maintains network based curriculum for students
- Establishes district technology standards for hardware and software
- Processes all purchase requisitions for district level hardware and software
- Maintains 7,200+ computers/laptops, 1,300+ printers, scanners, and other peripherals
- Supports more than 400 software titles
- Supports maintenance and repair issues for building technology through service contracts
- Provides help desk support for building technology problems
- Coordinates with and supports building technology initiators
- Supports client software for Subfinder, Pentamation, and other district approved productivity tools
- Maintains software licenses (Network, Desktop, Antivirus, Backup Programs and OS's) and technology inventories

#### Curriculum/Instruction & Staff Development Support—Technology Center (CSMI)

- Responsible for evaluating, recommending, and supporting K-12 instructional software
- Maintain communication with and deliver training to in-building facilitators in 33 schools
- Develop/deliver staff development to instructional and administrative staff
- Develop/implement ways of integrating technology into classroom activities and the curriculum
- Develop/support internet/intranet and network-based curriculum/instruction for students

#### Communications and Surveillance Systems Support

- Manage e-mail (internal and Internet) program for 2,500 staff members
- Maintain and manage telephone systems, cellular and fixed, including new Nortel VoIP system throughout the district.
- Maintain and upgrade surveillance systems for building safety and security

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<sup>1</sup> Please limit the description to one page. The use of "bullets" is encouraged.

## EXECUTIVE SUMMARY

(Summary Information Covering All Proposed Budget Levels)

Program Area:	Technology		
Last Year's Budget:	\$2,732,257.87		
103.5% Budget:	\$2,827,886.90	Incremental Amount: <sup>1</sup>	\$2,827,886.90
104.0% Budget:	\$2,841,548.18	Incremental Amount:	\$13,661.29
104.5% Budget:	\$2,855,209.47	Incremental Amount:	\$13,661.29
105.0% Budget:	\$2,868,870.76	Incremental Amount:	\$13,661.29
109.0% Budget:	\$2,988,428.89	Incremental Amount:	\$119,558.13
116.0% Budget:	\$3,156,287.99	Incremental Amount:	\$167,859.10

Please provide below a brief description of what is included in (or excluded from) each of the proposed budget levels. [Note: Use "bullet lists" if such will assist with clarity and conciseness. This form should focus on statements of fact. The Budget Summary Form (Appendix D) provides a forum for sharing the committee's rationale, comments, and supporting documents for each proposed budget level.]

### A. 103.5% Budget

#### Additions:

- \$42,276 for improved data, voice, and video fiber connections via Board approved Cox Business Services contract (includes telephone PRI's and analog connections and replacement of T-1's)
- \$31,796 for yearly maintenance contract for Board approved Nortel VoIP Telephone System
- \$17,000 for yearly software maintenance contract for Board approved Nortel VoIP Telephone system
- \$18,000 for yearly cost of own prefix (Block of 500 DID's (10,000 numbers))

#### Reductions:

- \$21,740.02 reduction in non-personnel increase
- \$30,000 for maintenance of surveillance cameras
- \$20,000 for general repair budget
- \$10,000 for maintenance of Millennium phone systems
- \$40,000 for contracted services
- \$20,000 for summer work
- \$5,000 for training of technical staff
- \$4,072.16 for supplies

### B. 104.0% Budget

#### Additions:

- \$42,276 for improved data, voice, and video fiber connections via Board approved Cox Business Services contract (includes telephone PRI's and analog connections and replacement of T-1's)
- \$31,796 for yearly maintenance contract for Board approved Nortel VoIP Telephone System
- \$17,000 for yearly software maintenance contract for Board approved Nortel VoIP Telephone system

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<sup>1</sup> The "Incremental Amount" is the difference between the proposed budget and the preceding proposed budget. In other words, the "Incremental Amount" answers the question, "How much more money would it take to fund this budget over what it took to fund the preceding one?" The incremental amount for the first proposed budget would, of course, be the full amount of the proposal (since there is no preceding budget).

- \$18,000 for yearly cost of own prefix (Block of 500 DID's (10,000 numbers))

Reductions:

- \$21,740.02 reduction in non-personnel increase
- \$30,000 for maintenance of surveillance cameras
- \$20,000 for general repair budget
- \$10,000 for maintenance of Millennium phone systems
- \$35,000 for contracted services
- \$11,500 for summer work
- \$5,000 for training of technical staff
- \$3,910.88 for supplies

C. 104.5% Budget

Additions:

- \$42,276 for improved data, voice, and video fiber connections via Board approved Cox Business Services contract (includes telephone PRI's and analog connections and replacement of T-1's)
- \$31,796 for yearly maintenance contract for Board approved Nortel VoIP Telephone System
- \$17,000 for yearly software maintenance contract for Board approved Nortel VoIP Telephone system
- \$18,000 for yearly cost of own prefix (Block of 500 DID's (10,000 numbers))

Reductions:

- \$8,078.73 reduction in non-personnel increase
- \$30,000 for maintenance of surveillance cameras
- \$20,000 for general repair budget
- \$10,000 for maintenance of Millennium phone systems
- \$35,000 for contracted services
- \$11,500 for summer work
- \$5,000 for training of technical staff
- \$3,910.88 for supplies

D. 105.0% Budget

Additions:

- \$42,276 for improved data, voice, and video fiber connections via Board approved Cox Business Services contract (includes telephone PRI's and analog connections and replacement of T-1's)
- \$31,796 for yearly maintenance contract for Board approved Nortel VoIP Telephone System
- \$17,000 for yearly software maintenance contract for Board approved Nortel VoIP Telephone system
- \$18,000 for yearly cost of own prefix (Block of 500 DID's (10,000 numbers))

Reductions:

- \$30,000 for maintenance of surveillance cameras
- \$20,000 for general repair budget
- \$10,000 for maintenance of Millennium phone systems
- \$35,000 for contracted services
- \$11,000 for summer work
- \$3,828.32 for supplies



## E. 109.0% Budget

## Additions:

- \$42,276 for improved data, voice, and video fiber connections via Board approved Cox Business Services contract (includes telephone PRI's and analog connections and replacement of T-1's)
- \$31,796 for yearly maintenance contract for Board approved Nortel VoIP Telephone System
- \$17,000 for yearly software maintenance contract for Board approved Nortel VoIP Telephone system
- \$18,000 for yearly cost of own prefix (Block of 500 DID's (10,000 numbers))
- \$119,558.23 Tech Specialists to support K-12 Quadrants

## Reductions:

- \$30,000 for maintenance of surveillance cameras
- \$20,000 for general repair budget
- \$10,000 for maintenance of Millennium phone systems
- \$35,000 for contracted services
- \$11,000 for summer work
- \$3,828.32 for supplies

## F. 116.0% Budget

## Additions:

- \$42,276 for improved data, voice, and video fiber connections via Board approved Cox Business Services contract (includes telephone PRI's and analog connections and replacement of T-1's)
- \$31,796 for yearly maintenance contract for Board approved Nortel VoIP Telephone System
- \$17,000 for yearly software maintenance contract for Board approved Nortel VoIP Telephone system
- \$18,000 for yearly cost of own prefix (Block of 500 DID's (10,000 numbers))
- \$287,417.23 3 Tech Specialists to support 3 HS, 1 Tech Facilitator each for MS and Elem, and 1 Instructional Tech (MEP) Facilitator.

## Reductions:

- \$30,000 for maintenance of surveillance cameras
- \$20,000 for general repair budget
- \$10,000 for maintenance of Millennium phone systems
- \$35,000 for contracted services
- \$11,000 for summer work
- \$3,828.32 for supplies

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Technology

Budget Level = 103.5%

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Data, voice, and video fiber connections via Board approved Cox Business Services contract (includes telephone PRI's and analog connections and replacement of T-1's)	\$42,276.00
Yearly maintenance contract for Board approved Nortel VoIP Telephone System	\$31,796.00
Yearly software maintenance contract for Board approved Nortel VoIP Telephone system	\$17,000.00
District-wide software license increases	\$20,000.00
Yearly cost for District to own single prefix (Block of 500 DID's (10,000 numbers))	\$18,000.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Reduce Non-Personnel Increase	\$21,740.02
Maintenance of surveillance camera systems	\$30,000.00
General repair budget for all District technology	\$20,000.00
Repair/replacement for Millennium Telephone/Intercom system (SHS, NHS, BMS)	\$10,000.00
Contracted Services (e.g., network security/health checks, engineering consulting)	\$40,000.00
Summer work (extend contracts and temp hires)	\$20,000.00
Training for Tech Staff	\$ 5,000.00
Supplies	\$ 4,072.16

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 2,849,627.08
Amount for Above Additions:	\$ 129,072.00
Amount for Above Reductions:	\$ <u>150,812.18</u>
Total:	\$ 2,827,886.90

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

Assumptions

- A. Continuation budget assumes 5% increase in personnel salary and fringe benefits
- B. Continuation budget assumes 3.4% increase for non-personnel costs.
- C. In order to address added yearly costs of 5% personnel salary and fringe benefit increases and Board approved initiatives any anticipated non-personnel increases would have to be reduced as would extra-contract and out-sourced consultative work.

Additions:

- A. Requested increased funding for non-personnel costs supported by attached documents. These include:
  - Board accepted proposal to contract with Cox Business Services for fiber connections to facilitate data, voice, and video.
  - Board accepted proposal to install Nortel VoIP telephone system
  - Board accepted proposal to provide laptops to staff.
- B. Other additions based upon actual contract cost increases and/or anticipated increases.
- C. Licensing cost increases generally exceed CPI

Other additions not included in this budget:

- A. Addition of technical personnel to support the additional 3000+ computers that have been deployed since the summer of 2005 as a result bond support for the elimination of obsolescence and the deployment of staff laptops, laptop carts at the elementary buildings, and anticipated laptop carts (540 computers) at secondary buildings in the fall/winter of 2006.
- B. Addition of instructional technology personnel to support increased numbers of buildings/teachers with the integration of technology and growing use of instructional software and websites. The District has maintained three positions since 1996 and has added five elementary schools and one middle school (275 teachers and 2,089 students) in that time.

**BUDGET LEVEL SUMMARY FORM**(Specific Budget Level Information<sup>1</sup>)Program Area: TechnologyBudget Level = 104 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Data, voice, and video fiber connections via Board approved Cox Business Services contract (includes telephone PRI's and analog connections and replacement of T-1's)	\$42,276.00
Yearly maintenance contract for Board approved Nortel VoIP Telephone System	\$31,796.00
Yearly software maintenance contract for Board approved Nortel VoIP Telephone system	\$17,000.00
District-wide software license increases	\$20,000.00
Yearly cost for District to own single prefix (Block of 500 DID's (10,000 numbers))	\$18,000.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Reduce Non-Personnel Increase	\$21,740.02
Maintenance of surveillance camera systems	\$30,000.00
General repair budget for all District technology	\$20,000.00
Repair/replacement for Millennium Telephone/Intercom system (SHS, NHS, BMS)	\$10,000.00
Contracted Services (e.g., network security/health checks, engineering consulting)	\$35,000.00
Summer work (extend contracts and temp hires)	\$11,500.00
Training for Tech Staff	\$ 5,000.00
Supplies	\$ 3,910.88

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 2,849,627.08
Amount for Above Additions:	\$ 129,072.00
Amount for Above Reductions:	\$ <u>137,150.90</u>
Total:	\$ 2,841,548.18

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

Assumptions

- A. Continuation budget assumes 5% increase in personnel salary and fringe benefits
- B. Continuation budget assumes 3.4% increase for non-personnel costs.
- C. In order to address added yearly costs of 5% personnel salary and fringe benefit increases and Board approved initiatives any anticipated non-personnel increases would have to be reduced as would extra-contract and out-sourced consultative work.

Additions:

- A. Requested increased funding for non-personnel costs supported by attached documents. These include:
  - Board accepted proposal to contract with Cox Business Services for fiber connections to facilitate data, voice, and video.
  - Board accepted proposal to install Nortel VoIP telephone system
  - Board accepted proposal to provide laptops to staff.
- B. Other additions based upon actual contract cost increases and/or anticipated increases.
- C. Licensing cost increases generally exceed CPI

Other additions not included in this budget:

- A. Addition of technical personnel to support the additional 3000+ computers that have been deployed since the summer of 2005 as a result bond support for the elimination of obsolescence and the deployment of staff laptops, laptop carts at the elementary buildings, and anticipated laptop carts (540 computers) at secondary buildings in the fall/winter of 2006.
- B. Addition of instructional technology personnel to support increased numbers of buildings/teachers with the integration of technology and growing use of instructional software and websites. The District has maintained three positions since 1996 and has added five elementary schools and one middle school (275 teachers and 2,089 students) in that time.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Technology

Budget Level = 104.5 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Data, voice, and video fiber connections via Board approved Cox Business Services contract (includes telephone PRI's and analog connections and replacement of T-1's)	\$42,276.00
Yearly maintenance contract for Board approved Nortel VoIP Telephone System	\$31,796.00
Yearly software maintenance contract for Board approved Nortel VoIP Telephone system	\$17,000.00
District-wide software license increases	\$20,000.00
Yearly cost for District to own single prefix (Block of 500 DID's (10,000 numbers))	\$18,000.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Reduce Non-Personnel Increase	\$ 8,078.73
Maintenance of surveillance camera systems	\$30,000.00
General repair budget for all District technology	\$20,000.00
Repair/replacement for Millennium Telephone/Intercom system (SHS, NHS, BMS)	\$10,000.00
Contracted Services (e.g., network security/health checks, engineering consulting)	\$35,000.00
Summer work (extend contracts and temp hires)	\$11,500.00
Training for Tech Staff	\$ 5,000.00
Supplies	\$ 3,910.88

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 2,849,627.08
Amount for Above Additions:	\$ 129,072.00
Amount for Above Reductions:	\$ <u>123,489.61</u>
Total:	\$ 2,855,209.47

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

Assumptions

- A. Continuation budget assumes 5% increase in personnel salary and fringe benefits
- B. Continuation budget assumes 3.4% increase for non-personnel costs.
- C. In order to address added yearly costs of 5% personnel salary and fringe benefit increases and Board approved initiatives any anticipated non-personnel increases would have to be reduced as would extra-contract and out-sourced consultative work.

Additions:

- A. Requested increased funding for non-personnel costs supported by attached documents. These include:
  - Board accepted proposal to contract with Cox Business Services for fiber connections to facilitate data, voice, and video.
  - Board accepted proposal to install Nortel VoIP telephone system
  - Board accepted proposal to provide laptops to staff.
- B. Other additions based upon actual contract cost increases and/or anticipated increases.
- C. Licensing cost increases generally exceed CPI

Other additions not included in this budget:

- A. Addition of technical personnel to support the additional 3000+ computers that have been deployed since the summer of 2005 as a result bond support for the elimination of obsolescence and the deployment of staff laptops, laptop carts at the elementary buildings, and anticipated laptop carts (540 computers) at secondary buildings in the fall/winter of 2006.
- B. Addition of instructional technology personnel to support increased numbers of buildings/teachers with the integration of technology and growing use of instructional software and websites. The District has maintained three positions since 1996 and has added five elementary schools and one middle school (275 teachers and 2,089 students) in that time.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Technology

Budget Level = 105 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Data, voice, and video fiber connections via Board approved Cox Business Services contract (includes telephone PRI's and analog connections and replacement of T-1's)	\$42,276.00
Yearly maintenance contract for Board approved Nortel VoIP Telephone System	\$31,796.00
Yearly software maintenance contract for Board approved Nortel VoIP Telephone system	\$17,000.00
District-wide software license increases	\$20,000.00
Yearly cost for District to own single prefix (Block of 500 DID's (10,000 numbers))	\$18,000.00

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Maintenance of surveillance camera systems	\$30,000.00
General repair budget for all District technology	\$20,000.00
Repair/replacement for Millennium Telephone/Intercom system (SHS, NHS, BMS)	\$10,000.00
Contracted Services (e.g., network security/health checks, engineering consulting)	\$35,000.00
Summer work (extend contracts and temp hires)	\$11,000.00
Supplies	\$ 3,828.32

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 2,849,627.08
Amount for Above Additions:	\$ 129,072.00
Amount for Above Reductions:	\$ <u>109,828.32</u>
Total:	\$ 2,868,870.76

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.



4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

Assumptions

- A. Continuation budget assumes 5% increase in personnel salary and fringe benefits
- B. Continuation budget assumes 3.4% increase for non-personnel costs.
- C. In order to address added yearly costs of 5% personnel salary and fringe benefit increases and Board approved initiatives any anticipated non-personnel increases would have to be reduced as would extra-contract and out-sourced consultative work.

Additions:

- A. Requested increased funding for non-personnel costs supported by attached documents. These include:
  - Board accepted proposal to contract with Cox Business Services for fiber connections to facilitate data, voice, and video.
  - Board accepted proposal to install Nortel VoIP telephone system
  - Board accepted proposal to provide laptops to staff.
- B. Other additions based upon actual contract cost increases and/or anticipated increases.
- C. Licensing cost increases generally exceed CPI

Other additions not included in this budget:

- A. Addition of technical personnel to support the additional 3000+ computers that have been deployed since the summer of 2005 as a result bond support for the elimination of obsolescence and the deployment of staff laptops, laptop carts at the elementary buildings, and anticipated laptop carts (540 computers) at secondary buildings in the fall/winter of 2006.
- B. Addition of instructional technology personnel to support increased numbers of buildings/teachers with the integration of technology and growing use of instructional software and websites. The District has maintained three positions since 1996 and has added five elementary schools and one middle school (275 teachers and 2,089 students) in that time.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Technology

Budget Level = 109 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Data, voice, and video fiber connections via Board approved Cox Business Services contract (includes telephone PRI's and analog connections and replacement of T-1's)	\$42,276.00
Yearly maintenance contract for Board approved Nortel VoIP Telephone System	\$31,796.00
Yearly software maintenance contract for Board approved Nortel VoIP Telephone system	\$17,000.00
District-wide software license increases	\$20,000.00
Yearly cost for District to own single prefix (Block of 500 DID's (10,000 numbers))	\$18,000.00
3 Tech Specialists to support 3 K-12 quadrants (net cost**)	\$119,558.23

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Maintenance of surveillance camera systems	\$30,000.00
General repair budget for all District technology	\$20,000.00
Repair/replacement for Millennium Telephone/Intercom system (SHS, NHS, BMS)	\$10,000.00
Contracted Services (e.g., network security/health checks, engineering consulting)	\$35,000.00
Summer work (extend contracts and temp hires)	\$11,000.00
Supplies	\$ 3,828.32

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 2,849,627.08
Amount for Above Additions:	\$ 248,630.23
Amount for Above Reductions:	\$ <u>109,828.32</u>
Total:	\$ 2,988,428.89

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

Assumptions

- A. Continuation budget assumes 5% increase in personnel salary and fringe benefits
- B. Continuation budget assumes 3.4% increase for non-personnel costs.
- C. In order to address added yearly costs of 5% personnel salary and fringe benefit increases and Board approved initiatives any anticipated non-personnel increases would have to be reduced as would extra-contract and out-sourced consultative work.

Additions:

- A. Requested increased funding for non-personnel costs supported by attached documents. These include:
  - Board accepted proposal to contract with Cox Business Services for fiber connections to facilitate data, voice, and video.
  - Board accepted proposal to install Nortel VoIP telephone system
  - Board accepted proposal to provide laptops to staff.
- B. Other additions based upon actual contract cost increases and/or anticipated increases.
- C. Licensing cost increases generally exceed CPI
- D. Addition of technical personnel to support the additional 3000+ computers that have been deployed since the summer of 2005 as a result bond support for the elimination of obsolescence and the deployment of staff laptops, laptop carts at the elementary buildings, and anticipated laptop carts (540 computers) at secondary buildings in the fall/winter of 2006.

Proposal calls for the Tech Para at MSHS and the Tech Specialist at MNHS to be taken from the High School budget (\$40,006.56) turned over to the Technology Division with the addition of a third Tech Specialist position. These three positions would support K-12 quadrants and the buildings therein depending on needs. Total additional cost is \$79,551.67.

Other additions not included in this budget:

- A. Additional technical personnel. The positions asked for above are but half of the needed support.
- B. Addition of instructional technology personnel to support increased numbers of buildings/teachers with the integration of technology and growing use of instructional software and websites. The District has maintained three positions since 1996 and has added five elementary schools and one middle school (275 teachers and 2,089 students) in that time.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Technology

Budget Level = 116 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Data, voice, and video fiber connections via Board approved Cox Business Services contract (includes telephone PRI's and analog connections and replacement of T-1's)	\$42,276.00
Yearly maintenance contract for Board approved Nortel VoIP Telephone System	\$31,796.00
Yearly software maintenance contract for Board approved Nortel VoIP Telephone system	\$17,000.00
District-wide software license increases	\$20,000.00
Yearly cost for District to own single prefix (Block of 500 DID's (10,000 numbers))	\$18,000.00
3 Tech Specialists to support 3 HS and 1 Tech Facilitator each for MS and Elem.	\$287,417.23

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Maintenance of surveillance camera systems	\$30,000.00
General repair budget for all District technology	\$20,000.00
Repair/replacement for Millennium Telephone/Intercom system (SHS, NHS, BMS)	\$10,000.00
Contracted Services (e.g., network security/health checks, engineering consulting)	\$35,000.00
Summer work (extend contracts and temp hires)	\$11,000.00
Supplies	\$ 3,828.32

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 2,849,627.08
Amount for Above Additions:	\$ 416,489.23
Amount for Above Reductions:	\$ <u>109,828.32</u>
Total:	\$ 3,156,287.99

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

Assumptions

- A. Continuation budget assumes 5% increase in personnel salary and fringe benefits
- B. Continuation budget assumes 3.4% increase for non-personnel costs.
- C. In order to address added yearly costs of 5% personnel salary and fringe benefit increases and Board approved initiatives any anticipated non-personnel increases would have to be reduced as would extra-contract and out-sourced consultative work.

Additions:

- A. Requested increased funding for non-personnel costs supported by attached documents. These include:
  - Board accepted proposal to contract with Cox Business Services for fiber connections to facilitate data, voice, and video.
  - Board accepted proposal to install Nortel VoIP telephone system
  - Board accepted proposal to provide laptops to staff.
- B. Other additions based upon actual contract cost increases and/or anticipated increases.
- C. Licensing cost increases generally exceed CPI
- D. Addition of technical personnel to support the additional 3000+ computers that have been deployed since the summer of 2005 as a result bond support for the elimination of obsolescence and the deployment of staff laptops, laptop carts at the elementary buildings, and anticipated laptop carts (540 computers) at secondary buildings in the fall/winter of 2006.

Proposal calls for the Tech Para at MSHS and the Tech Specialist at MNHS to be taken from the High School budget (\$40,006.56) turned over to the Technology Division with the addition of a third Tech Specialist position. One of three positions would support each of the high schools. The proposal also calls for one additional Tech Facilitator at the elementary and one at the middle level.

This proposal also calls for the addition of one instructional technology person to support increased numbers of buildings/teachers with the integration of technology and growing use of instructional software and websites. The District has maintained three positions since 1996 and has added five elementary schools and one middle school (275 teachers and 2,089 students) in that time.

Total additional cost for all personnel is actually \$247,410.67 (this accounts for the movement of monies from HS budget to Technology).

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<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**AGENDA SUMMARY SHEET**

**AGENDA ITEM:** Laptop Computers for Teachers and Administrators

**MEETING DATE:** August 1, 2005

**DEPARTMENT:** Technology Division

**TITLE AND BRIEF DESCRIPTION:** Laptop Computers for Teachers and Administrators

**ACTION DESIRED:**  Approval of Proposal

**SUMMARY OF PROPOSAL:**

**Background:** The Bond Election proposal, approved by the community on February 15, 2005, contained a \$20 million allocation for technology. These monies were to be used to address issues of obsolescence, access, and systems improvement in the areas of Wireless Wide Area Networking, Wireless Local Area Networks, Telephone Systems, Network Infrastructure, Computer Hardware, Video Surveillance, and Licensing Fees. Since May, over 1,800 obsolete computers and associated pieces of hardware (servers, routers, etc.) have been updated at a cost of \$1.8 million.

Included in the Computer Hardware category was an option that called for the acquisition of laptop computers for all certificated teachers and administrators. This option was discussed at a Board Committee of the Whole meeting on March 14, 2005, at which time this administrator was asked to return with a formal proposal that included estimated costs and rationale on how laptops would be used by teachers and administrators.

**Equipment and Costs:** The proposed laptops would be Apple iBooks for elementary teachers and PC laptops for secondary teachers and administrators. These laptops would best match that equipment and software that provides curriculum and instructional support and/or the requirements as defined for administrative purposes. The proposal includes all regular education classroom teachers, special education teachers, itinerant teachers, counselors, school psychologists, OT's/PT's, and building/district administrators. The estimated cost for the laptop computers, four/five year warranties (four for Mac's and five for PC's), spare battery and AC adaptor, carrying case, and licensing fees for the operating system and productivity suite is approximately \$2.975 million (equipment prices based on quantity and/or competitive bids have not yet been established). Since a laptop computer's life-cycle is considered three years, lease options will be examined before any purchases are made.

**Rationale for Proposal:** Ultimately this proposal requires that the question “What is the need?” be asked and substantive answers be provided. Before doing so, it should be noted that there are a number of Operational Premises for Technology Dependent Services and Support of MPS Educational Programs that must be considered:

1. Currently all K-12 Curriculum Frameworks and Grade level/Course Guides contain technology-based activities and associated hardware and software requirements.
2. Currently the District Intranet site is used as a repository of grade level/course guides and recommended activities, as well as information from other major departments, for teacher and administrative use.
3. The District’s mandatory use of ESU#3’s Student Information Management System (SIMS) for the secondary grade book and attendance will be transitioned to the web-based Infinite Campus Student Database and expanded to grades K-5.. This will provide all K-12 staff with access to an electronic grade book, individual student and class data, and student assessment information in response to District Strategic Plan 4, Action Plan 1.
4. Parent Web Access to the SIMS Grade Book (over 10,000 accounts at the end of the 2004-2005 school year) will be transitioned to the Infinite Campus Parent Portal. This will provide all parents, K-12, with access to student information.
5. A Student Portal will become available for students to have access to their own grades in real time thus empowering them to monitor and be responsible for their own progress.
6. The Infinite Campus student database will provide staff access to student Personal Learning Plans, and transition plan information as called for in Strategy 3, Action Plan 6, and Strategy 6, Action Plans 6 and 8 respectively. These reports and others may be accessed via the internet or they may be saved to the teacher’s laptop as a PDF. As PDF’s, they are always available for reference.
7. The District’s GroupWise email system is used for communication both within the District and between teachers/administrators and parents. Gaggles.net may be used for student communications with teachers and for student collaboration projects.
8. Administrators use Pentamation for budget and personnel information.
9. Internet access for research and professional development is available.
10. Many teachers use iShareInfo from ESU#3 or Blackboard from UNO to provide parents and students with a web presence for their classroom and courses.

These operational premises outline how technology supports the educational and business operations of the District currently and will continue to do so to an even greater degree in the future.

With these operational premises in mind, consider the following Categories of Job-related Activities and how the productivity and efficiency of teachers and administrators could be significantly enhanced by having consistent access to a laptop computer. The laptop initiative proposes to change how people do their jobs by providing access to the technology/tools and data/information that they will need on a regular basis whether it be while in the classroom, office, or at home.

1. Improve Planning, Organization, and Management
  - Laptops that have either the instructional software or are capable of accessing the materials used by the students aid teachers in planning classroom activities and lessons
  - All materials available electronically all the time
  - Access to student/class data for decision-making via the internet or PDF reports
  - Used by teachers and administrators for real-time evaluations
2. Enhance Communications
  - Use of the District's email system by teachers and parents to promote timely communications about student performance
  - Administrative information provided to staff
  - Appropriate email system for student-teacher communications
3. Facilitate Instruction and Assessment
  - Access to instructional software for lesson preparation
  - Access to productivity tools to create presentations or review student made projects
  - Access to student learning and achievement information needed to differentiate instruction and review achievement/performance trends
4. Ensure Safety and Security of Information/Systems and Comply with Legal Parameters
  - Password protected access to information stored on laptop
  - No longer shared systems between teachers and students (or the tendency not to let students use classroom computers because it was also the teacher management machine). Classroom desktop computers are retained for student use
  - Eliminates possibility of student use of keystroke software to capture usernames and passwords on teacher-used computers
  - District-owned computers can be kept up-to-date and ensure the use of appropriately licensed operating systems and software. The growing requests to use personal devices and/or load district-owned software is eliminated
5. Provide Flexibility, Mobility, and Equity of Opportunity
  - Laptops service classroom management and preparation area needs, thereby eliminating need for additional machines
  - Laptops can go to meetings, home, conferences, etc.
  - Technology integration and utilization is a part of the Indicators of Effective Teaching and imbedded in the Teacher Evaluation Program. The laptop initiative ensures that all have access to the tools that they are expected to use.

In summary, the laptop initiative for teachers and administrators will result in greater use of technology as tools to effectively accomplish the mission of the Millard Public Schools guaranteeing that all students learn the academic and life skills necessary for personal success and responsible citizenship.



**TIMELINE:** The implementation of this proposal would coincide with the change-over from SIMS to Infinite Campus: December – January of the 2005-2006 school year. Training on laptop usage and data acquisition from Infinite Campus would continue throughout the second half of the school year.

**ALTERNATIVES:** Provide access to computers in classrooms and offices as is currently done.

**RECOMMENDATIONS:** Approve the proposal that a District designated laptop computer be provided each certificated teacher and administrator to be used in the fulfillment of job requirements.

**STRATEGIC PLAN REFERENCE:**

**RESPONSIBLE PERSON:** Mark Feldhausen

**SUPERINTENDENT APPROVAL:** \_\_\_\_\_  
(Signature)

**BOARD ACTION:** Approved 6-0, August 1, 2005

**AGENDA SUMMARY SHEET**

**AGENDA ITEM:** Laptop Computers for Teachers and Administrators

**MEETING DATE:** December 19, 2005

**DEPARTMENT:** Technology Division

**TITLE AND BRIEF DESCRIPTION:** Laptop Computers for Teachers and Administrators

**ACTION DESIRED:**  Information

**EXECUTIVE SUMMARY:** On August 1, 2005, the Board of Education approved the recommendation that “. . . a District designated laptop computer be provided each certificated teacher and administrator to be used in the fulfillment of job requirements.”

The approved proposal called for Apple iBooks for elementary teachers and PC laptops for secondary teachers and administrators. These laptops would best match that equipment and software that provides curriculum and instructional support and/or the requirements as defined for administrative purposes. The proposal included all regular education classroom teachers, special education teachers, itinerant teachers, counselors, school psychologists, OT's/PT's, and building/district administrators.

Since August, the Technology Division has conducted teacher focus groups on laptop configuration and needs. These meetings provided input on teacher concerns regarding availability of bags, a mouse, memory, software, and much more. Additional meetings were held for the purpose of technical review of Apple laptop options and Windows-based laptops.

In so doing, Windows PC's from Dell, Gateway, HP, IBM-Lenova, and Toshiba were demonstrated and tested by both Technology Division personnel and teachers/Technology Initiators. These reviews resulted in three of the vendors being eliminated for reasons that included heat, weight, chassis durability and design, functionality, etc. The remaining two vendors—HP and IBM-Lenova were invited to submit bids. Since Apple iBooks are a proprietary product competitive bids cannot be sought.

The winning vendor for Windows PC laptops was HP with a bid that was 10.5% less than IBM-Lenova.

	<b>HP</b>	<b>IBM</b>
Unit:	HP Compaq nc6120	Thinkpad R52
Config:	Pent.M 760 2.0GHz	Pent.M 2.0Ghz
	Win XP Pro	Win XP Pro
	15" SXGA+WVA	15" SXGA+TFT
	1GB (1x1GB)	1GB (2x512MB)
	80GB (5400rpm)	80GB (5400rpm)
	cd-rom/dvd-dvd+/-rw	dvd+/-rw
	6 cell Li-Ion battery (4.8hr)	6 cell Li-Ion Battery
	Integrated WLAN 802.11 a/b/g	IntelPro/Wireless(802.11a/b/g)
	IEEE1394 *	IEEE1394 (Firewire)Integrated
	56K high speed modem	56k v.92 modem
	Integrated 1/100/1000 NIC	1GB Ethernet Integrated
	5 yr onsite warranty (\$159)**	5 yr onsite Parts & Labor
Price:	\$1,408.00	\$1,529.00
Mouse:	USB Optical Scroll / \$17.00	USB Optical Wheel / \$11.00
Computrace Complete:		
4 yr.	\$82.00	\$125.00
Total With Mouse:	\$1,507.00	\$1,665.00

Therefore, the recommended laptop configuration and price is as follows:

#### Apple iBook

14"screen/1.42GHz processor/1GB(RAM)/60GB(HDrive)/SuperDrive (DVD burner)/OS-10.4/Ethernet & wireless/with iLife (iPhoto, iMovie, Garage Band, etc)/AMP for iLife and OS-X/4 yr warranty  
\$ 1503.00

#### HP nc6120

15" SXGA+WVA/2.0GHz Pent. M/1GB(RAM)/80GB(HDrive)/DVD+-RW/Ethernet & wireless a,b,g/Windows XP/5 yr. onsite warranty  
\$ 1408.00

In addition to the standard Office Suite for Mac and/or Windows, it is also recommended that CompuTrace Complete be purchased for each laptop. This is security software that is capable of reporting via the Internet the location of a lost or stolen laptop. It also provides a means by which the harddrive might be remotely purged of all data and programs. This is applicable for both PC's and Mac's.

The intention is to purchase the teacher/administrative laptops outright. Since the Board has asked about leasing, the following chart is provided as an example of the additional costs when lease agreements are considered. Please note that this is in addition to the almost 5% that the District is already paying to use Bond monies for technology acquisition.

	iBook**	HP nc6120***
Purchase Price/Unit	\$1,503.00	\$1,462.00
# Units Req.	750	950
Total Purchase Cost	\$1,127,250.00	\$1,388,900.00
Lease Price/Unit	\$1,742.00	\$1,462.00
Total Lease w/Yrly Payment	\$1,306,500.00	\$1,510,568.00
Lease Cost Increase	\$179,250.00	\$121,668.00
% Cost Increase	15.90%	8.76%
Total Lease w/Monthly Payment		\$1,548,000.00
Lease Cost Increase		\$159,100.00
% Cost Increase		11.46%
	**Apple provides 0% interest. However, the unit price is discounted when making an outright purchase rather than leasing.	***Includes 4-yr license for CompuTrace Complete at \$82/unit, a \$17 mouse, but only a 4-yr onsite warranty at a reduction of \$45/unit.

The intent is to move forward with orders for this equipment with distribution and training starting in late February through March.

A separate report will be submitted in January that outlines the distribution process and staff development components.

**STRATEGIC PLAN REFERENCE:**

**RESPONSIBLE PERSON:** Mark Feldhausen, Assistant Superintendent of Technology

**SUPERINTENDENT APPROVAL:** \_\_\_\_\_  
(Signature)

**BOARD ACTION:**

**AGENDA SUMMARY SHEET**

**AGENDA ITEM:** Wide Area Network Data Lines and Telephone Services Contract

**MEETING DATE:** 19 December 2005

**DEPARTMENT:** Technology Division

**TITLE AND BRIEF DESCRIPTION:** WAN Data Lines and Telephone Services Contract

**ACTION DESIRED:** Approval  X

**EXECUTIVE SUMMARY:** Currently, the Millard Public Schools contracts with Qwest for data T-1 lines to all buildings and with Qwest for ISDN/Centrex telephone services (including voicemail, call forwarding, etc). The T-1 contract has rolled over to month-to-month charges and the telephone contract is up in April, 2006.

	T-1 Data Lines (1.54 Mbps)	Telephone Services	Combined Costs
Current Monthly Costs	\$5,833.00	\$25,833.00	\$31,666.00
Current Yearly Costs	\$70,000.00	\$310,000.00	\$380,000.00

As reported to the Board on November 14, 2005, the District is in need of significantly increased bandwidth to accommodate data, voice, and video. An RFP addressing WAN bandwidth requirements (25Mbps for Elem., 50Mbps for Middle Schools, and 100 Mbps for High Schools) and associated telephone services (PRI and analog) was released on November 7<sup>th</sup>. Responses were received on December 6<sup>th</sup>.

Fifteen proposals were received that addressed some or all of the three RFP defined areas— WAN, Telephone Services, VoIP equipment. Three of the responses addressed WAN needs only and were among the most expensive proposals received. Four proposals addressed both WAN and telephone services (see attached spreadsheet). Of the four, two were judged to be lacking regarding network management, unaccounted for build-out costs, and/or misinterpretations of services required. The VoIP equipment recommendation is pending.

Meetings were conducted with two vendors, Qwest and Cox, to clarify their proposals from both a technical and cost perspective. Based on a review of these two responses and final cost analyses (including construction and/or implementation costs, equipment costs, and monthly recurring costs = Total Cost of Ownership for the life of the contract), the solution chosen is that presented by Cox Business Services (CBS). Although Qwest's proposal appeared to be competitive it did not bring the fiber connections into the building. This additional cost was considered in the final decision.

CBS has proposed a solution that will provide the Millard Public Schools with fiber connections to each building meeting both the bandwidth requirements for data, video, and voice and the necessary telephone connections as requested in the RFP. The CBS proposal provides the District and all of its facilities with an affordable, reliable, redundant, scalable network capable of providing for the needs of the District well into the future. A number of pricing options were included in the response to the RFP.

The pricing option that is being recommended includes the requested bandwidth of 25/50/100 Mbps (elementary, middle, and high schools respectively), PRI and analog lines, with all construction/installation costs waived. The project could begin on March 1, 2006 and be completed by May 1, 2006, for existing locations.

This proposal calls for a four-year contract with four one-year automatic renewals (4+1+1+1+1). The cost of this proposal is \$35,096 a month or \$421,152 a year. Total cost over the eight years is \$3,369,216. [After applying the District's e-Rate discount of 41% the cost is reduced to \$20,707/month, \$248,480/year, \$1,987,840. E-Rate discounts are received one year in arrears and are dependent on yearly legislative authorization.]

The difference between current costs and the cost of this recommendation follows:

	Current Combined Costs	Proposed Combined Costs	Difference
Monthly Costs	\$31,573.00	\$35,096.00	\$3,523.00
Yearly Costs	\$378,876.00	\$421,152.00	\$42,276.00
Projected 8 Yr Cost	\$3,031,008.00	\$3,369,216.00	\$338,208.00

**RECOMMENDATION:** It is recommended that the Wide Area Network and Telephone Services contract be awarded Cox Business Services (CBS) for a term of four years plus four one-year renewals with a monthly cost of \$35,096 and that the Assistant Superintendent of Technology be authorized and directed to execute any and all documents related to this project.

**STRATEGIC PLAN REFERENCE:**

**RESPONSIBLE PERSON:** Mark Feldhausen, Assistant Superintendent of Technology

**SUPERINTENDENT APPROVAL:** \_\_\_\_\_

(Signature)

**BOARD ACTION:**

Vendor	WAN	Telephone Service - PRI	Installation - Hardware	Monthly Cost	Yearly Cost	48 Month Contract TOTAL COST	Comments
McLeod USA	\$90,045.22			\$90,045.22	\$1,080,542.64	\$4,322,170.56	Did not address secondary schools
Conterra	\$93,960.00			\$93,960.00	\$1,127,520.00	\$4,510,080.00	
Unite	\$50,605.37	\$6,410.43		\$57,015.80	\$684,189.60	\$2,736,758.40	
MSI Systems	\$40,639.60	Included with WAN price	\$26,400.00	\$40,639.60	\$487,675.20	\$1,977,100.80	Referenced Qwest proposal for buildout, redundancy, etc
Qwest	\$49,536.84	Included with WAN price	\$32,176.10	\$49,536.84	\$594,442.08	\$2,409,944.42	Would require District to contract separately to get fiber from property line into the building in excess of \$400,000. Redundancy by existing T-1
Cox	\$51,735.80	Included with WAN price	Waived	\$51,735.80	\$620,829.60	\$2,483,318.40	
Dark Fiber	\$74,328.00		\$190,000.00	\$74,328.00	\$891,936.00	\$3,757,744.00	

**AGENDA SUMMARY SHEET**

**AGENDA ITEM:** VoIP Telephone System (Voice over Internet Protocol) Contract

**MEETING DATE:** 16 January 2006

**DEPARTMENT:** Technology Division

**TITLE AND BRIEF DESCRIPTION:** VoIP Telephone System  
(Voice over Internet Protocol) Contract

**ACTION DESIRED:** Approval Requested  X

**EXECUTIVE SUMMARY:** Currently, the Millard Public Schools utilizes ISDN Telephone equipment for all buildings except Millard North High School, Millard South High School, Beadle Middle School, and the CSMI leased facility. The latter uses 3Com VoIP equipment and the three schools use Millenium digital telephone equipment. The ISDN equipment is over twenty years old and was, in many instances, donated or used equipment when acquired. As a part of the Bond passed in February 2005, and as reviewed in a November 14, 2005, report to the Board of Education, it is the intent of the Technology Division to move the District to VoIP telephone technology in the future. A District-wide VoIP telephone solution will be capable of providing redundant telephone communications with such features as voicemail, call-forwarding, conference calling, one-touch recording of calls, and many others.

As such, eight responses to an RFP for VoIP equipment were received on December 6, 2005. Vendor proposals were reviewed by John Fabry, District Systems Analyst, Malcolm Chai, Telecommunications Specialist, and Mark Feldhausen, Assistant Superintendent of Technology. Four vendors were eliminated for reasons that included: non-responsiveness or significantly incomplete responses to the RFP regarding both technical capabilities, functionality of proposed systems, support staff numbers and qualifications, references, history of similar projects, and costs. The four remaining vendors were contacted and interviewed regarding technical and functional clarifications, RFP costs, and Total Cost of Ownership (TCO) over the four years of the proposed contract. These vendors, their proposed solutions, RFP costs, and TCO are provided in the attached (see Addendum I).

Based on a review of these responses and cost analyses (including implementation costs, equipment costs, training, and yearly maintenance and support costs = Total Cost of Ownership for the life of the four-year contract), it is recommended that the Board approve the purchase and installation of a Nortel VoIP solution as proposed by New Vision Communications, Inc.



Nortel and New Visions Communications, Inc. were judged to have the best over-all solution at a competitive price of those solutions and vendors that were judged to have met the RFP conditions and specifications. New Visions Communications, Inc. comes highly recommended by references such as Creighton University, The Gallup Organization, ConAgra, HDR, and others.

The Nortel VoIP solution will provide the District with a state-of-the-art telephone communications system featuring not only the standard features and functionality of call forwarding, caller identification, conference calling, and voicemail, but also one-touch recording, and meet me conferencing. This system will also assist the District in addressing E911 issues when guidelines are provided by the State of Nebraska.

**RECOMMENDATION:** It is recommended that the contract for VoIP equipment and four years of support be awarded to New Vision Communications, Inc. for a Nortel solution in an amount not to exceed \$1,171,015.16 and that the Assistant Superintendent of Technology and District legal counsel be authorized and directed to execute any and all documents related to this project.

**STRATEGIC PLAN REFERENCE:**

**RESPONSIBLE PERSON:** Dr. Mark Feldhausen

**SUPERINTENDENT APPROVAL:** \_\_\_\_\_  
(Signature)

**BOARD ACTION:**

**Addendum I**  
**VOIP Contract Comparisons**  
**12/2005**

Vendor	VoIP Solution	RFP Proposed Cost						Est. TCO Total
			Hardware & Software	SOW & Implementation	4 Yrs. Maintenance	4 Yrs. Software Maintenance	Other Req. / options	Cost for 4 yrs.
Choice Solutions	Avaya	\$1,143,470.27	\$944,210.27	\$199,260.00	\$358,584.63	unknown		\$1,502,054.90
Cross Communications	Avaya	\$746,451.00	\$568,167.00	\$168,534.00	\$278,064.00	unknown	call accounting requires server	\$1,014,765.00
New Visions Communications	Nortel	\$791,461.13	\$607,310.17	\$184,150.96	\$277,739.86	\$77,305.84	\$24,508.33	\$1,171,015.16
Vital Systems	Cisco	\$835,545.04	\$804,401.00	\$0.00	\$250,214.40	\$112,121.00	\$22,590.00	\$1,189,326.40

## **PROGRAM DESCRIPTION: 2006-07 SPECIAL EDUCATION**

Millard Public Schools must insure that all students with verified disabilities have a free appropriate public education available to them from their date of special education verification (available beginning at birth) through the conclusion of the school year during which the student turns age twenty-one, including students who attend nonpublic schools and students who have been suspended or expelled from school. A free appropriate public education includes special education and related services designed to meet each student's unique educational needs as identified in their Individual Family Service Plan (IFSP)/Individual Education Program (IEP).

- **Diagnostic and Evaluation Services**
  - Pre-referral intervention services, including Section 504 eligibility
  - Comprehensive evaluation in all areas of suspected disability
  - Verification categories include: Autism, Behavior Disorder, Deaf-Blindness, Developmental Delay, Hearing Impairment, Mental Handicap: Mild, Moderate, Severe/Profound, Multiple Impairments, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech/Language Impairment, Traumatic Brain Injury, and/or Visual Impairment
  - Independent Educational Evaluations
- **Early Childhood Special Education Programs (Students birth to age 5)**
  - Services provided in child's natural environment, birth to age 3
  - Continuous year services for students, birth to age 3
  - Centerbased preschool, beginning at age 3 and continuing to age 5, including special education, related services and transportation
  - Extended year special education as required by individual student IEP's, beginning at age 3
  - Year round assessment for new students
- **School Age Special Education Programs (Age 5 to graduation or age 21)**
  - Special education services to eligible students attending Millard Public Schools: including inclusion and pull-out resource programs, cluster-site programs, speech-language therapy, related services, and transportation
  - Special education services to resident students attending nonpublic schools, including special education, related services and transportation
  - Homebound services for students unable to attend school due to their health condition
  - Services to suspended/expelled students beyond those provided to non-special education peers
  - Extended year special education as required by individual student IEP's
- **Related Services, as appropriate, in the following areas:**

<ul style="list-style-type: none"> <li>▪ Speech/Language Therapy</li> <li>▪ Transportation</li> <li>▪ Nursing/Medical Services</li> <li>▪ Audiological Devices</li> <li>▪ Physical Therapy</li> <li>▪ Occupational Therapy</li> <li>▪ Sign Language Interpreters</li> </ul>	<ul style="list-style-type: none"> <li>▪ Audiology Services</li> <li>▪ Assistive Technology Devices/Services</li> <li>▪ Braille/Enlargement Services</li> <li>▪ Orientation and Mobility Training</li> <li>▪ Augmentative Communication Devices/Services</li> <li>▪ Adaptive Physical Education</li> <li>▪ Vision and Hearing Services</li> </ul>
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- **Continuum of Options for Special Education Placements**
  - Home-Based Infant Program
  - Center-Based Preschool Program-located at 3 elementary schools
  - General Education Class without Special Education-available at all MPS schools
  - Consultative Special Education Services-available at all MPS schools
  - General Education Class with Special Education Support-available at all MPS schools
  - Cluster-site programs-located at 9 elementary schools, 6 middle schools and 3 high schools
  - Separate School Facility
  - Residential Facility
  - Hospital
  - Homebound
- **Young Adult Program** (Students 18-21 years old)
 

<ul style="list-style-type: none"> <li>• Transition to adult living</li> <li>• Vocational services, including job coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation</li> <li>• Coordinate services with State Agencies</li> </ul>
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- **Alternative School Programs:** Millard Learning Center and Middle School Alternative Program, Night School Program (high school only)
- **Pre-Vocational and Vocational Services**
- **Contracted services, as appropriate, for students birth to age 21 in the following areas:**

<ul style="list-style-type: none"> <li>• Behavior Disorders</li> <li>• Mental Handicaps</li> <li>• Nursing/Medical Services</li> <li>• Autism</li> </ul>	<ul style="list-style-type: none"> <li>• Vocational Placements</li> <li>• Hearing Impaired</li> <li>• Orientation and Mobility Services</li> <li>• Students who are out of district residents for other than educational reasons</li> </ul>
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SPECIAL EDUCATION BUDGET  
FYE 07

Special Education: 2006-07 Budget	Total	Personnel	Nonpersonnel
FYE 06 Budget	\$ 20,981,715	\$ 17,485,580	\$ 3,496,135
FYE 07 Continuation Budget	\$ 21,974,863	\$ 18,359,859	\$ 3,615,004
Special Education Program Additions	\$ 712,413	\$ 712,413	
Transportation Increase	\$ 141,877		\$ 141,877
Total of Special Education Program & Transportation Additions/Increases	\$ 854,290	\$ 712,413	\$ 141,877
Continuation Budget + Increases/Additions	\$ 22,829,153	\$ 19,072,272	\$ 3,756,881
FYE 07 Special Education Budget*	<b>\$ 22,829,153</b>	<b>\$ 19,072,272</b>	<b>\$ 3,756,881</b>
	*Includes Additions & Transportation, does not include Flex Funding		
<b>\$\$ Increase over FYE06 (includes Continuation increase and Program Additions)</b>	\$ 854,290	\$ 712,413	\$ 141,877
<b>% Increase over FY06 (includes Continuation increase and Program Additions)</b>	8.8%		
<b>% Increase over FYE07 Continuation</b>	3.9%		
<b>Total of Additions</b>	\$ 712,413		
ECSE		\$ 217,932	
K-5		\$ 108,966	
Grades 6-12		\$ 46,092	
MH Program		\$ 165,516	
YAP		\$ 37,700	
Related Services		\$ 136,208	
<b>Transportation</b>			
\$\$ Transportation Increase over FYE06	\$ 141,877		\$ 141,877
% Transportation Increase over FYE06*	7.7%		
	*Does not include personnel increases (which are included in special education budget)		
<b>Flex Funding</b>			
<b>FYE 07</b>	<b>\$ 885,938</b>		
<b>Below Age 5</b>	<b>\$ 101,027</b>	Additions: 1 Partners with Providers teacher	
<b>K-12</b>	<b>\$ 784,911</b>	Additions: 1-K-5 Community Counselor, Fund TeamMates, On-Line Curriculum for At-Risk Students	

**PROGRAM DESCRIPTION FORM**

**Program Area: \_\_Operations and Maintenance**

**Briefly<sup>1</sup> describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year:**

- \* Custodial services for cleaning classrooms, restrooms, offices, etc.
- \* Mowing, fertilizing, and irrigating the school district grounds.
- \* Preventative maintenance on vehicles, heating ventilations and air conditioning units (HVAC), etc.
- \* Repair work on sidewalks, drives, etc.
- \* Custodial work associated with facilities use (e.g. setting up the room for the event, addressing special needs as they arise, cleaning up after use, closing the facility, snow removal, etc.)
- \* Maintaining security systems and responding to security alarms.
- \* Maintaining fire alarm systems.
- \* Moving furniture and equipment out of construction areas before construction/renovation/major maintenance occurs, then moving it back and cleaning the facilities after the move.
- \* Painting services.
- \* Carpenter services
- \* Special projects.
- \* Maintaining keys and lock systems throughout the district.
- \* Roof repair and replacement.
- \* Snow removal.
- \* Parking lot/Playground sweeping.
- \* Electrical maintenance and additions.
- \* Plumbing maintenance and additions.

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<sup>1</sup> Please limit the description to one page. The use of "bullets" is encouraged.

## EXECUTIVE SUMMARY

(Summary Information Covering All Proposed Budget Levels)

Program Area:                    Operations and Maintenance

Last Year's Budget:            \$ 10,590,853

103.5% Budget:	\$ 10,961,532	Incremental Amount: <sup>1</sup>	\$ 10,961,532
104.0% Budget:	\$ 11,014,487	Incremental Amount:	\$ 52,955
104.5% Budget:	\$ 11,067,438	Incremental Amount:	\$ 52,951
105.0% Budget:	\$ 11,120,396	Incremental Amount:	\$ 52,958
107.0% Budget:	\$ 11,332,182	Incremental Amount:	\$ 211,786
119.7% Budget:	\$ 12,677,288	Incremental Amount:	\$ 1,345,106

Please provide below a brief description of what is included in (or excluded from) each of the proposed budget levels. [Note: Use "bullet lists" if such will assist with clarity and conciseness. This form should focus on statements of fact. The Budget Summary Form (Appendix D) provides a forum for sharing the committee's rationale, comments, and supporting documents for each proposed budget level.]

A.        103.5% Budget

- Reduction to meet budget level requirements

B.        104.0% Budget

- Reduction to meet budget level requirements

C.        104.5% Budget

- Reduction to meet budget level requirements

D.        105.0% Budget

- Additional 4 hours for secretarial help at SSC
- Partial inflationary increase

E.        107.0% Budget

- Add 1 carpenter
- Add 1 preventative maintenance
- Add 3 10-month activities custodians (one per high school) to assist with large amounts of activities and all Buell functions
- Partial inflationary increase

<sup>1</sup> The "Incremental Amount" is the difference between the proposed budget and the preceding proposed budget. In other words, the "Incremental Amount" answers the question, "How much more money would it take to fund this budget over what it took to fund the preceding one?" The incremental amount for the first proposed budget would, of course, be the full amount of the proposal (since there is no preceding budget).

F. 119.7% Budget

- Add 1 preventative maintenance
- Add 1 custodian for North High addition (at 50% due to January opening)
- 8 year vehicle replacement cycle
- GPS to all M&O vehicles
- 8 year custodial equipment replacement cycle
- Additional funding for IAQ/IEQ
- PrimeX clock installations at 4 elementary and 2 middle schools
- Door Access system installation for West and South (5 doors each)
- 5 year building envelop cycle
- 1 HS and 1 MS track resealing and re-striping
- 12 year field renovation cycle (1 main field per year)
- Additional grounds equipment to maintain sidewalks (snow removal) that are being installed around West and eventually Russell; plus normal grounds equipment replacement needs.
- Upgrade 1 to 2 elementary Energy Management Controls
- HVAC equipment upgrade needs
- Increase HVAC repair budget
- Increase Plumbing budget
- Increase parking and road repair budget
- Increase roof repair budget

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Operations and Maintenance

Budget Level = 103.5 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
	\$

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Reduction to meet budget level requirement	\$ 106,905

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 11,068,437
Amount for Above Additions:	\$ 0
Amount for Above Reductions:	\$ <u>106,905</u>
Total:	\$ 10,961,532

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.



**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>4</sup>)

Program Area: Operations and Maintenance

Budget Level = 104.0 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
	\$

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Reduction to meet budget level requirement	\$ 53,950

3. Financial Reconciliation:

Continuation Budget: <sup>5</sup>	\$ 11,068,437
Amount for Above Additions:	\$ 0
Amount for Above Reductions:	\$ <u>53,950</u>
Total:	\$ 11,014,487

(The "Total" must equal the budget available for this budget level.<sup>6</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>4</sup> A separate form needs to be completed for each proposed budget level.

<sup>5</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>6</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>7</sup>)

Program Area: Operations and Maintenance

Budget Level = 104.5 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
	\$

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Reduction to meet budget level requirement	\$ 999

3. Financial Reconciliation:

Continuation Budget: <sup>8</sup>	\$ 11,068,437
Amount for Above Additions:	\$
Amount for Above Reductions:	\$ <u>999</u>
Total:	\$ 11067,438

(The "Total" must equal the budget available for this budget level.<sup>9</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>7</sup> A separate form needs to be completed for each proposed budget level.

<sup>8</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>9</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>10</sup>)

Program Area: Operations and Maintenance

Budget Level = 105.0 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Add 4 hours for secretarial help at SSC	\$ 20,000
Partial inflationary increase	\$ 31,959

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
	\$

3. Financial Reconciliation:

Continuation Budget: <sup>11</sup>	\$ 11,068,437
Amount for Above Additions:	\$ 51,959
Amount for Above Reductions:	\$ <u>0</u>
Total:	\$ 11,120,396

(The "Total" must equal the budget available for this budget level.<sup>12</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>10</sup> A separate form needs to be completed for each proposed budget level.

<sup>11</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>12</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>13</sup>)

Program Area: Operations and Maintenance

Budget Level = 107.0 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Add 1 Carpenter, 1 Preventative Maintenance and 3 High School Activities Custodians	\$ 166,654
Partial inflationary increase	\$ 97,091

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
	\$

3. Financial Reconciliation:

Continuation Budget: <sup>14</sup>	\$ 11,068,437
Amount for Above Additions:	\$ 263,745
Amount for Above Reductions:	\$ <u>0</u>
Total:	\$ 11,332,182

(The "Total" must equal the budget available for this budget level.<sup>15</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>13</sup> A separate form needs to be completed for each proposed budget level.

<sup>14</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>15</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>16</sup>)

Program Area: Operations and Maintenance

Budget Level = 119.7 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Increase 1 additional Preventative Maintenance and 1 custodian for North High addition (at 50% due to January opening)	\$ 67,331
Additions for this are detailed below:	\$ 1,541,520
<ul style="list-style-type: none"> <li>• 8 year vehicle replacement (Currently not on a cycle)</li> <li>• Add GPS to all M&amp;O vehicles</li> <li>• 8 year custodial equipment replacement (Currently not on a cycle)</li> <li>• Additional funding for IAQ/IEQ (consultants, inspections and repairs)</li> <li>• Add funds to upgrade 4 elementary and 2 middle school clock systems to PrimeX</li> <li>• Add funds to install Door Access System at West and South (5 doors each)</li> <li>• 5 year Building Envelop cycle – tuck pointing, chalking, expansion joints, etc. (Currently not on a cycle)</li> <li>• Track resealing and re-striping – 1 HS and 1 MS per year</li> <li>• 12 year rotation on Athletic Field Renovations – 1 main field per year (Currently not on a cycle)</li> <li>• Additional Grounds Equipment needed to maintain (snow removal) the new sidewalks being installed around West High, and eventually in front of Russell</li> <li>• Upgrade 1 to 2 Elementary Energy Management Controls</li> <li>• HVAC equipment upgrade needs</li> <li>• Increase HVAC repair budget</li> <li>• Increase Plumbing Budget</li> <li>• Increase parking and road repair budget</li> <li>• Increase roof repair budget</li> </ul>	

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
	\$

<sup>16</sup> A separate form needs to be completed for each proposed budget level.

## 3. Financial Reconciliation:

Continuation Budget: <sup>17</sup>	\$ 11,068,437
Amount for Above Additions:	\$ 1,608,581
Amount for Above Reductions:	\$ <u>0</u>
Total:	\$ 12,677,288

(The "Total" must equal the budget available for this budget level.<sup>18</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

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<sup>17</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>18</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**DRAFT**

	<b>FY 06</b>
Payroll	<b>7,343,445</b>
Non Payroll	<b>3,247,408</b>
	<b>10,590,853</b>

	FY 07 #1	FY 07 #2	FY 07 #3	FY 07 #4	FY 07 #5	FY 07 #6
Salaries	7,710,617	7,710,617	7,710,617	7,730,617	7,897,271	7,964,602
Non Personnel	3,250,915	3,303,870	3,356,821	3,389,779	3,434,911	4,712,686
Total Budget	10,961,532	11,014,487	11,067,438	11,120,396	11,332,182	12,677,288
Personnel % +/-	5.00%	5.00%	5.00%	5.27%	7.54%	8.46%
Non Personnel % +/-	0.11%	1.74%	3.37%	4.38%	5.77%	45.12%
Total Budget % +/-	3.50%	4.00%	4.50%	5.00%	7.00%	19.70%

**Personnel Changes** 149  
 Budget 4 Add 4 hours for secretarial  
 Budget 5 Add 1 Carpenter and 1 PM (plus Budg Add 3 10-month HS activities custodia  
 Budget 6 Add 1 PM (plus Budgets 4 and 5)  
 Add 1 Custodian for North High Addi

Code	Account Description					
01 2520 0000 002 400 03360	Maint - Vehicles - Gas	50,000				
01 2520 0000 002 400 03370	Maint - Vehicles - Tire	40,000				
01 2520 0000 002 400 03380	Maint - Vehicles - Repair	40,000				
01 2520 0000 002 400 05500	Maint - Vehicles - New/Replacement	42,000				
01 2520 0000 002 400 05500	Maint - Vehicles - GPS	NEW				
<b>Maintenance Vehicles</b>		<b>172,000</b>				

57000	58000	58000	60000	60000	60000
40000	40000	40000	40000	40000	35000
40000	40000	40000	40000	40000	35000
0	42000	42000	42000	48000	352000
0	0	0	0	0	35000
<b>137,000</b>	<b>180,000</b>	<b>180,000</b>	<b>182,000</b>	<b>188,000</b>	<b>517,000</b>
<i>-20.35%</i>	<i>4.65%</i>	<i>4.65%</i>	<i>5.81%</i>	<i>9.30%</i>	<i>200.58%</i>

(Budget #6 - 8 year rotation, plus additional equip  
 All M/G vehicles, plus monthly fee (\$500 & \$15 p

01 2600 0000 000 400 03000	Bldg/Grounds - Contract	1,082,000
01 2600 0000 000 400 03140	Bldg/Grounds - Inservice	3,000
<b>Maintenance and Operations</b>		<b>1,085,000</b>

1120500	1120500	1120500	1120500	1120500	1120500
3000	3000	3000	3000	3000	3000
<b>1,123,500</b>	<b>1,123,500</b>	<b>1,123,500</b>	<b>1,123,500</b>	<b>1,123,500</b>	<b>1,123,500</b>
<i>3.55%</i>	<i>3.55%</i>	<i>3.55%</i>	<i>3.55%</i>	<i>3.55%</i>	<i>3.55%</i>

01 2610 0000 000 400 03128	Operations - Indoor Air Quality	10,000
01 2610 0000 000 400 03150	Operations - Repair (Custodial equipment)	10,000
01 2610 0000 000 400 03710	Operations - Inspections (All)	6,500
01 2610 0000 000 400 03712	Operations - Insect/Rodent	7,500
01 2610 0000 000 400 03714	Operations - Elevator Service	20,000
01 2610 0000 000 400 04100	Operations - Supplies	30,597
01 2610 0000 000 400 04710	Operations - Light Bulbs	30,000
01 2610 0000 000 400 04720	Operations - HVAC Filters	25,000
01 2610 0000 000 400 04730	Operations - Pagers	6,000
01 2610 0000 000 400 04740	Operations - Soft Water Salt	6,500
01 2610 0000 000 400 04745	Operations - Swimming Pool	9,000
01 2610 0000 000 400 04910	Operations - Uniforms	6,400
01 2610 0000 000 400 05305	Operations - Equipment Replacement (Cust)	18,000
01 2610 0000 000 400 06350	Operations - Permits	2,500
01 2610 0000 002 400 04900	Operations - Other Supplies	6,000
01 2610 0720 002 400 01620	Operations - Sub Custodians	220,000
01 2610 0720 002 400 02100	Operations - Sub Social Security	16,940
01 2610 0799 000 400 01699	Operations - Cust Overtime	60,000
01 2610 0799 000 400 02100	Operations - Social Security	4,620
01 2610 0799 000 400 02200	Operations - Retirement	4,320
<b>Custodian</b>		<b>499,877</b>

10000	10000	10000	14000	14000	12000
6500	6500	6500	6500	6500	6500
7500	7500	7500	7500	7500	7500
20000	20000	20000	20000	20000	20000
30604	30559	30510	30368	30000	32000
30000	30000	30000	30000	30000	30000
25000	25000	25000	30000	30000	40000
4000	4000	4000	4000	4000	4000
6500	6500	6500	6500	7000	7000
9000	9000	9000	12000	12000	12000
6400	6400	6400	7500	7500	7500
20000	20000	20000	20000	20000	66115
2500	2500	2500	2500	2500	2500
6000	6000	6000	6000	8000	10000
220000	220000	220000	220000	220000	220000
16940	16940	16940	16940	16940	16940
60000	60000	60000	60000	60000	75000
4620	4620	4620	4620	4620	5775
4320	4320	4320	4320	4320	5400
<b>489,884</b>	<b>489,839</b>	<b>489,790</b>	<b>502,748</b>	<b>504,880</b>	<b>580,230</b>
<i>-2.00%</i>	<i>-2.01%</i>	<i>-2.02%</i>	<i>0.57%</i>	<i>1.00%</i>	<i>16.07%</i>

Moved to Maintenance

(8 year rotation at budget #7)

01 2610 0000 000 400 01220	Maint - IAQ - Inspections	NEW
	Maint - IAQ - Consultants	NEW
	Maint - IAQ - Repairs	NEW
01 2620 0000 000 400 03195	Maint - Contract Sevice - Security	34,000
01 2620 0000 000 400 03250	Maint - Refuse	110,000
01 2620 0000 000 400 03420	Maint - Telephone	12,500
01 2620 0000 000 400 03713	Maint - Fire Protection	39,000
01 2620 0000 000 400 03731	Maint - Clock System - Repairs	4,000
	Maint - Clock System - New	NEW
01 2620 0000 000 400 03732	Maint - Intercom System	13,000
01 2620 0000 000 400 03751	Maint - Radio Repair	2,000
01 0775 0000 002 400 01675	Maint - Temp Summer	70,000
01 0775 0000 002 400 02100	Maint - Temp Social Security	5,390
01 0775 0000 002 400 05200	Maint - Temp Retirement	5,250
01 0799 0000 002 400 01669	Maint - Overtime	63,000
01 0799 0000 002 400 02100	Maint - Social Security	4,851
01 0799 0000 002 400 02200	Maint - Retirement	5,040
<b>Maintenance - General</b>		<b>368,031</b>

10000	15000	20000	20000	20000	25000
0	5000	5000	5000	5000	15000
0	0	5000	10000	10000	35000
34000	34000	34000	34000	34000	34000
110000	110000	110000	113000	113000	113000
12500	12500	15000	15000	15000	15000
39000	39000	43000	44000	44000	45000
3000	3000	3000	3000	3000	3000
0	0	0	0	0	52000
13000	13000	13000	13000	13000	15000
1000	1000	1000	1000	1000	1000
72000	72000	72000	72000	72000	90000
5390	5390	5390	5390	5390	7315
5250	5250	5250	5250	5250	5250
63000	63000	63000	63000	63000	63000
4851	4851	4851	4851	4851	4851
5040	5040	5040	5040	5040	5040
<b>378,031</b>	<b>388,031</b>	<b>404,531</b>	<b>413,531</b>	<b>413,531</b>	<b>528,456</b>
<i>2.72%</i>	<i>5.43%</i>	<i>9.92%</i>	<i>12.36%</i>	<i>12.36%</i>	<i>43.59%</i>

AMI, etc  
 ATC, etc  
 General repairs due to issues found

4 elementary, 2 middle (\$7500/elem, \$11000/midd

01 2620 0000 000 410 03716	Maint - Bleacher Repair	27,000
01 2620 0000 000 410 03733	Maint - Flooring Repair	30,000

27000	27000	37000	37000	37000	37000
30000	30000	30000	30000	30000	35000

01	2620	0000	000	410	03734	Maint - Glass Replacement	25,000
01	2620	0000	000	410	03735	Maint - Unscheduled Roof Rep	80,000
01	2620	0000	000	410	03750	Maint - Carp. Maint. Repair	50,000
						Maint - Door Access System	NEW
						Maint - Building Envelop	NEW
01	2620	0000	000	410	03752	Maint - Partition - Restroom	7,000
01	2620	0000	000	410	03753	Maint - Wall System Repair	3,000
01	2620	0000	000	410	03754	Maint - Overhead Door	1,000
01	2620	0000	000	410	03755	Maint - Locker Repair	4,000
01	2620	0000	000	410	03760	Maint - Furniture Repair	4,000
01	2620	0000	000	410	03780	Maint - Tool Repair	1,000
01	2620	0000	000	410	04120	Maint - Hardware Supplies	30,000
01	2620	0000	000	410	04750	Maint - Fastener Purchase	5,000
01	2620	0000	000	410	05340	Maint - Tools	12,000

**Maintenance - Carpentry 279,000**

01	2620	0000	000	420	03155	Maint - Defibulators	500
01	2620	0000	000	420	03150	Maint - Repairs	58,000

**Maintenance - Electrical 58,500**

01	2620	0000	000	430	03720	Maint - Grounds Repair	10,000
01	2620	0000	000	430	03721	Maint - Landscaping	29,000
01	2620	0000	000	430	03722	Maint - Watering Systems	19,000
01	2620	0000	000	430	03723	Maint - Snow Removal	83,000
01	2620	0000	000	430	03724	Maint - Parking/Road Repair	70,000
01	2620	0000	000	430	03725	Maint - Lawn Equipment Repair	11,000
01	2620	0000	000	430	03726	Maint - Playground Repair	15,000
01	2620	0000	000	430	03729	Maint - Track Maintenance	6,500
						Maint - Athletic Field Renovations	NEW
01	2620	0000	000	430	03737	Maint - Parking Lot Contract	11,500
01	2620	0000	000	430	03790	Maint - Snow Equipment	5,000
01	2620	0000	000	430	04100	Maint - Supplies	15,000
01	2620	0000	000	430	04760	Maint - Snow Removal Supplies	23,000
01	2620	0000	000	430	04761	Maint - Seed	12,000
01	2620	0000	000	430	04762	Maint - Fertilizer/Weed Control/Etc.	36,000
01	2620	0000	000	430	04763	Maint - Soil/Top Dressing	7,500
01	2620	0000	000	430	04765	Maint - Mulch/Rocks/Etc.	15,000
01	2620	0000	000	430	05300	Maint - Equipment (Lawn)	25,000

**Maintenance - Grounds 393,500**

01	2620	0000	000	440	03150	Maint - Repairs General	17,000
01	2620	0000	000	440	03718	Maint - Emergency Generator	13,000
01	2620	0000	000	440	03740	Maint - HVAC Repairs	205,000
01	2620	0000	000	440	04600	Maint - HVAC Software	500
01	2620	0000	000	440	05600	Maint - HVAC Computer Upgrades	2,500
						Maint - Control Upgrades	NEW
01	2620	0000	000	440	03741	Maint - Water Treatment	24,000
01	2620	0000	000	440	05300	Maint - Equipment - New	4,500
01	2620	0000	000	440	05340	Maint - Tools	6,000

**Maintenance HVAC 272,500**

01	2620	0000	000	450	03190	Maint - Other Prof	20,000
01	2620	0000	000	450	04100	Maint - Supplies	10,000

**Maintenance Painting 30,000**

01	2620	0000	000	460	03150	Maint - Repairs	72,000
01	2620	0000	000	460	03230	Maint - Water and Sewer	17,000

**Maintenance Plumbing 89,000**

**Total Budget - Non Personnel 3,247,408**

25000	25000	25000	25000	25000	25000
80000	80000	80000	80000	80000	100000
57000	57000	57000	57000	57000	57000
0	0	0	0	0	40000
0	0	0	0	0	215000
7000	7000	7000	7000	7000	10000
3000	3000	3000	3000	3000	3000
1000	1000	1000	1000	1000	1000
4000	4000	6000	6000	6000	6000
4000	4000	4000	4000	4000	4000
1000	1000	1000	1000	1000	1000
30000	30000	30000	30000	30000	30000
5000	5000	5000	5000	5000	5000
5000	5000	5000	5000	7000	8000

**279,000 279,000 291,000 291,000 293,000 577,000**

*0.00% 0.00% 4.30% 4.30% 5.02% 106.81%*

500	500	500	500	500	500
58000	58000	60000	60000	60000	65000

**58,500 58,500 60,500 60,500 60,500 65,500**

*0.00% 0.00% 3.42% 3.42% 3.42% 11.97%*

10000	10000	10000	10000	10000	10000
29000	29000	29000	29000	29000	29000
19000	19000	19000	19000	21000	35000
83000	83000	87000	87000	87000	87000
70000	70000	72000	72000	78000	90000
11000	11000	13000	13000	13000	13000
15000	15000	15000	15000	15000	15000
6500	6500	7500	7500	10000	20000
0	0	0	0	0	100000
11500	11500	13000	13000	13000	13000
5000	5000	5000	5000	5000	5000
15000	15000	15000	15000	15000	15000
23000	23000	23000	23000	23000	23000
12000	12000	12000	12000	12000	12000
36000	36000	36000	36000	36000	36000
7500	7500	7500	7500	7500	7500
15000	15000	15000	15000	15000	15000
25000	25000	25000	25000	28000	80000

**393,500 393,500 404,000 404,000 417,500 605,500**

*0.00% 0.00% 2.67% 2.67% 6.10% 53.88%*

17000	17000	17000	17000	17000	20000
13000	13000	15000	15000	15000	15000
205000	205000	214000	219000	220000	300000
500	500	500	500	500	1000
2500	2500	2500	2500	2500	5000
0	0	0	0	0	100000
24000	24000	24000	24000	24000	35000
4500	4500	4500	4500	20000	80000
6000	6000	6000	6000	6000	7500

**272,500 272,500 283,500 288,500 305,000 563,500**

*0.00% 0.00% 4.04% 5.87% 11.93% 106.79%*

20000	20000	20000	20000	25000	35000
10000	10000	11000	12000	12000	12000

**30,000 30,000 31,000 32,000 37,000 47,000**

*0.00% 0.00% 3.33% 6.67% 23.33% 56.67%*

72000	72000	72000	75000	75000	85000
17000	17000	17000	17000	17000	20000

**89,000 89,000 89,000 92,000 92,000 105,000**

*0.00% 0.00% 0.00% 3.37% 3.37% 17.98%*

<b>3,250,915</b>	<b>3,303,870</b>	<b>3,356,821</b>	<b>3,389,779</b>	<b>3,434,911</b>	<b>4,712,686</b>
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2 high schools (\$5000/door)  
(5 year rotation)

Budget #8, 1 HS, 1 MS per year  
1 main field per year (12 year rotation)

(Budget #7 includes equipment for new sidewalks)



**PROGRAM DESCRIPTION FORM**

**Program Area: Security**

**Briefly<sup>1</sup> describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year:**

The security budget addresses the services necessary to maintain safe, secure, unadulterated schools. The budget includes:

- Cost of Security Resource Officers at the Middle and High School levels (2 middle schools only) and one at the Millard Learning Center
- Security Uniforms
- Security Supplies (badges, visitor badges, radio repairs,/batteries, signs, drug free signs)
- Safety Dues-National Safety Council
- Contracted Security-Halloween, weekends and problematic areas sustaining vandalism
- Personnel Security (Hall Monitors @ 13.13 FTE)

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<sup>1</sup> Please limit the description to one page. The use of "bullets" is encouraged.

**EXECUTIVE SUMMARY**

(Summary Information Covering All Proposed Budget Levels)

Program Area:	Security		
Last Year's Budget:	\$ 491,596.58		
103.5% Budget:	\$ 508,802.46	Incremental Amount: <sup>1</sup>	\$ 508,802.46
104.0% Budget:	\$ 511,260.44	Incremental Amount:	\$ 2,457.98
104.5% Budget:	\$ 513,718.43	Incremental Amount:	\$ 2,457.99
105.0% Budget:	\$ 516,176.41	Incremental Amount:	\$ 2,457.98
_____% Budget:	\$	Incremental Amount:	\$
_____% Budget:	\$	Incremental Amount:	\$

Please provide below a brief description of what is included in (or excluded from) each of the proposed budget levels. [Note: Use "bullet lists" if such will assist with clarity and conciseness. This form should focus on statements of fact. The Budget Summary Form (Appendix D) provides a forum for sharing the committee's rationale, comments, and supporting documents for each proposed budget level.]

A. 103.5% Budget

Additional, incidental security would be cut.

B. 104.0% Budget

Paulison's Security provides mobile units who patrol district property after hours to help prevent vandalism to our schools and offices. The amount placed in this account has been significantly reduced each year.

C. 104.5% Budget

Although the sum is small, the additional amount of \$646.80 would be applied to "contracted security" services currently provided by Paulison's Security.

D. 105.0% Budget

It is strongly recommended that the additional budget of \$3,104.78 be allocated to meet incidental security needs such as staffing off-duty police officers at political and athletic events that arise through the school year.

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<sup>1</sup> The "Incremental Amount" is the difference between the proposed budget and the preceding proposed budget. In other words, the "Incremental Amount" answers the question, "How much more money would it take to fund this budget over what it took to fund the preceding one?" The incremental amount for the first proposed budget would, of course, be the full amount of the proposal (since there is no preceding budget).

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

**Program Area: Security (SEC)**

**Budget Level = 103.5 %**

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
	\$ 0

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Paulison's Security	\$4,269.17

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 513,071.63
Amount for Above Additions:	\$ 0
Amount for Above Reductions:	\$ <u>4,269.17</u>
Total:	\$ 508,802.46

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

Paulison's Security provides mobile units who patrol district property after hours to help prevent vandalism to our schools and offices.

This year, \$9,292.00 was budgeted for this reason. This was a significant decrease for the current school year. The above listed reduction reduces "contracted security" to the small sum of \$5,022.83.

Implications include having our buildings at risk for vandalism. We experienced a great deal of this at our schools this year, including DSAC.

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<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Security (SEC)

Budget Level = 104.0 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
	\$

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
Paulison Security (Contracted Service)	\$ 1,811.19

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 513,071.63
Amount for Above Additions:	\$
Amount for Above Reductions:	\$ <u>1,811.19</u>
Total:	\$ 511,260.44

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

Paulison's Security provides mobile units who patrol district property after hours to help prevent vandalism to our schools and offices. The amount placed in this account has been significantly reduced each year.

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Security (SEC)

Budget Level = 104.5 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Paulison's Security	\$ 646.80

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
	\$

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 513,071.63
Amount for Above Additions:	\$ 646.80
Amount for Above Reductions:	\$
Total:	\$ 513,718.43

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

Although the sum is small, the additional amount of \$646.80 would be applied to "contracted security" services currently provided by Paulison's Security.

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<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Security (SEC)

Budget Level = 105.0 %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Salary-Off-duty police officers (for incidents/needs that arise)	\$ 3,104.78

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
	\$ 0

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ 513,071.63
Amount for Above Additions:	\$ 3,104.78
Amount for Above Reductions:	\$ <u>0</u>
Total:	\$ 516,176.41

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

It is strongly recommended that the additional budget of \$3,104.78 be allocated to meet incidental security needs such as staffing off-duty police officers at political and athletic events that arise through the school year.

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<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

## PROGRAM DESCRIPTION FORM

**Program Area: Employee Contracted Obligations**

**Briefly<sup>1</sup> describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year:**

- *Extra time and overtime compensation for non-exempt (hourly) clerical, professional/technical and paraprofessional employees. Overtime for custodial staff. These additional hours allow supervisors to provide extended services, if needed, to meet critical and emergency situations without having to flex employee's schedules. Hours allocated: elementary secretaries 64 hours, other secretaries 40 hours, edparas 1 day each. Quite often some of these hours are used for training purposes.*
- *Career Compensation Plan: Phase I – School Performance Award Bonus, Phase II – Teacher Responsibility Pay, and Phase III – Skill Blocks .*
- *Training Stipend-Rewarding professional technical and paraprofessionals for acquisition of new skills and strategies.*
- *Substitutes. This program provides for wages and salaries of the substitutes needed to work in place of employees who are absent for any reason except professional leave. Professional leave substitutes are budgeted in other programs.*
- *Pay for Unused Sick Leave. The district provides an incentive and reward for employees who accumulate the maximum paid sick leave. The district pays for each full day of accumulated leave which exceeds the employee's maximum allowable accumulation.*
- *Employee Benefit Fees. Section 125 and COBRA administration fees; employee benefit consulting, 403(b)/457(b) compliance review, and employee assistance program fees are provided for in this budget*
- *LTD Health Premium. Under a prior LTD plan, the district paid the health and dental premiums for those employees on disability. This program provides for the payment of those premiums.*
- *Local Mileage. The district provides mileage reimbursement for those employees who must travel while performing their duties; such travel includes driving from school to school during the work-day.*
- *Dues/Fees & Travel Allocation. The district provides an allocation to each school administrator for dues/fees and travel to provide for their professional development.*
- *Voluntary Separation: The purpose of the program is to encourage eligible employees who are considering early separation or early retirement to accelerate their plans. Program objectives include:*
  - To offer financial incentives, which will assist long-term Millard Public School employees considering separation or retirement.
  - To reduce District costs by replacing maximum salary employees with lesser salary employees.
  - To provide a better balance of employee experience.
  - To reduce or eliminate the possibility of certificated employee layoffs.
  - To provide the District the opportunity to select and retain the highest quality staff by establishing February 15 as the application deadline.

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<sup>1</sup> Please limit the description to one page. The use of "bullets" is encouraged.

*Since the program began in 1983, 320 people have participated in the program; 224 will be receiving benefits in FYE07. 197 retirees received benefits in FYE06.*

<b>YEAR</b>	<b>NEW PARTICIPANTS</b>	<b>NOTES</b>
1984	1	First Year for Vol Sep
1985	3	
1989	2	
1990	2	
1991	6	
1992	1	
1993	5	New Benefit Formula 1-10 yr
1994	7	
1995	8	
1996	14	
1997	14	
1998	20	Monthly Payments
1999	19	NPERS Rule of 85
2000	27	
2001	22	
2002	36	
2003	32	
2004	27	
2005	38	
2006	36	Payments to 403(b) 1-5 yr
Total	284	



**BUDGET SUMMARY FORM**

Program Area: **Employee Contracted Obligations (ECO)** Budget Level = **108.7%**  
 Incremental Amount = **\$ 6,773,586**  
 Total Budget = **\$ 6,773,586**

1. What are the **additions** provided for in this budget when compared to the budget for last year?

<b>Additions</b>	<b>Est. Cost</b>
312- Increase additional hours payrates	\$ 4,600
313- Increase CCM1 budget for teachers	\$44,000
313- Increase CCM1 budget for non-teachers	\$9,000
313- Increase CCM2 budget for teachers	\$1,400
315- Increase Sub teacher rate & days	\$54,000
315- Increase non-teacher sub rates	\$7,000
315- Increase Voluntary Early Separation payments	\$390,000
315- Increase Buyback of unused sick leave	\$22,869
315- Dues, Fees, Mileage	\$8,000
<i>Total</i>	<i>\$540,869</i>

2. What are the **reductions** provided for in this budget when compared to the budget for last year?

<b>Reductions</b>	<b>Est. Cost</b>
	\$

3. What other additions and/or reductions were considered but not included in this budget?

<b>Other Additions/Reductions Considered</b>	<b>Est. Cost</b>
	\$

4. Comments, if any:

**PROGRAM DESCRIPTION FORM, 2006—2007**

**Program Area:** Grants

The District receives several grants annually from a variety of local, state, and federal funding sources. All grant funds are excluded from the spending lid.

**EXECUTIVE SUMMARY**

Program Area: Grants

Fixed Budget

ARMS (Assessment Reporting and Management System)	143,028
Best Buy (teacher developed classroom projects)	5,000
Blackstone Foundation (Kiewit classroom project)	5,275
Career Compensation Model	190,000
Early Childhood Development (Cody Early Start, Sandoz pre-school)	90,000
Education Quest (increase graduation rate, South High)	100,000
High Ability Learner/Rule 3 (gifted student program)	153,670
Improving Nebraska Language Literacy (Aldrich)	9,600
ING Unsung Hero (teacher developed classroom projects)	4,000
MPS Foundation Classroom Grants (teacher developed classroom projects)	140,145
MPS Foundation Montessori Pre-School	335,160
MPS Foundation Regular Pre-School	148,735
MPS Foundation Study Center (elementary and middle school study centers)	250,102
Nebraska Arts Council	7,500
Omaha Public Power District (outdoor classrooms)	5,000
Perkins (vocational education)	124,975
Perkins Nontraditional Project (teacher developed classroom project)	9,000
Region 21 Interagency Planning Teams	15,050
Ritonya-Buscher-Poehling (teacher developed classroom projects)	1,000
Sam's Club Foundation (teacher developed classroom projects)	4,000
Seldin Corporation (Cody Study Center)	6,300
Special Education Transition Program (SPED school to work program)	2,000
STAR (increase capacity of teachers to understand and use assessments)	100,000
Target Corporation (teacher developed classroom arts projects)	6,000
Teaching American History (K-12 history professional development)	430,616
Textbook Loan/Rule 4	48,944
Title I, Part A (NCLB, preK-5 reading, writing, math)	843,991
Title II, Part A (NCLB, class size reduction)	380,691
Title II, Part D (NCLB, technology)	59,624
Title III (NCLB, Limited English Proficiency)	19,960
Title IV (NCLB, Safe & Drug Free Schools)	119,261
Title V, Part A (NCLB, strategic planning, minim-magnets, leadership development)	128,834
Wal-Mart Foundation (teacher developed classroom projects)	2,000
Wiebe Foundation (teacher developed classroom projects)	5,000
Unforeseen Grant Awards	500,000
<b>TOTAL GRANTS</b>	<b>4,394,461</b>

**PROGRAM DESCRIPTION FORM**

**Program Area:** Contingency .

**Briefly<sup>1</sup> describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year:**

There are numerous expenses that crop up during the year that were not reasonably foreseeable. As a result, we have created a contingency program area where we budget approximately 1% of the budget to meet these unforeseen expenses.

Examples of unforeseen expenses in past years have included: an abrupt 150% increase in natural gas costs, the employment of security resource officers, the major repair of an air conditioning systems, the emergency replacement of some roofs, the employment of consultants to assist with complex issues, the payment of insurance deductibles on property losses and theft, the expenses related to non-routine legal matters, etc.

At the end of the fiscal year, if there are funds remaining in the contingency, the district transfers these funds to the depreciation fund to be used to replace depreciable items (e.g., band uniforms, kilns, equipment, etc.).

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<sup>1</sup> Please limit the description to one page. The use of "bullets" is encouraged.

**BUDGET LEVEL INFORMATION**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Contingency

Budget Level = FIXED %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Contingency Expenses	\$1,000,000

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
n/a	n/a

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ ---
Amount for Above Additions:	\$ 1,000,000
Amount for Above Reductions:	\$ <u>      </u> ---
Total:	\$ 1,000,000

4. Attach whatever information seems relevant to support the committee’s decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

See Program Description for examples of expenses that could fall under the contingency account in the budget.

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<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

**PROGRAM DESCRIPTION FORM**

**Program Area: Strategic Planning**

**Briefly<sup>1</sup> describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year:**

**Strategic Planning is the budget for new programs that have come through the strategic planning process. New programs will start in this budget then move to a different area as the program is implemented.**

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<sup>1</sup> Please limit the description to one page. The use of "bullets" is encouraged.

**BUDGET LEVEL SUMMARY FORM**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Strategic Planning

Budget Level = N/A

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Training for staff using data 4-2	\$ 22,000
SAT/ACT prep. for teachers (materials and training) 5-3	\$ 18,000
Middle Years Program at North Middle School 5-10	\$ 64,000
Primary Years Program at Aldrich Elementary 5-11	\$ 117,000
Develop World Languages 5-12	\$ 38,000
Develop and implement plans for a small high school 8-6	\$ 25,000
Totals	\$ 284,000

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
	\$

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ N/A
Amount for Above Additions:	\$ 284,000
Amount for Above Reductions:	\$ <u>N/A</u>
Total:	\$ 284,000

(The "Total" must equal the budget available for this budget level.<sup>3</sup>)

4. Attach whatever information seems relevant to support the committee's decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

<sup>3</sup> The budget available for each required budget level can be found in Appendix B in the Program Budgeting Packet. For optional budget levels, the amount is equal to last year's budget multiplied by the budget level.

## BUDGET REQUEST FORM<sup>1</sup>

**Program Area: Strategic Planning**

### **1. Description of Request:<sup>2</sup>**

Strategic plan 4-2 is to provide training to all certified staff in interpreting student performance data. The request is for funding to determine what that data might be so staff development can be planned appropriately.

### **2. Estimated Cost of Request:<sup>3</sup>**

Per Diem salaries for staff (4 days, 10 staff)	\$12,000
Travel	\$ 6,000
Materials	<u>\$ 4,000</u>
Totals	\$22,000

### **3. Rationale Supporting Request:<sup>4</sup>**

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<sup>1</sup> Complete a separate form for each request.

<sup>2</sup> The request may be for a reduction, an addition, or a request to consider a particular issue (e.g., consider the issue of discontinuing partial parent pay transportation for middle school students).

<sup>3</sup> The cost should reflect both personnel and non-personnel costs.

<sup>4</sup> Share the rationale behind the request. Include as much data and other information as possible.



## **BUDGET REQUEST FORM**<sup>1</sup>

### **Program Area: Strategic Planning**

#### **1. Description of Request:**<sup>2</sup>

Establish an International Baccalaureate Primary Years Program at Aldrich Elementary School. This is strategic plan 5-11.

#### **2. Estimated Cost of Request:**<sup>3</sup>

Application Part B	\$ 5,000
Training (Level 2 & 3)	\$ 42,000 (includes \$30,000 not expended for level 2 training)
Consultant visit	\$ 2,000
Curriculum writing (per diem)	\$ 5,000
Foreign Language (1.0)	\$ 54,000
Books and materials	<u>\$ 9,000</u>
Total	\$117,000

#### **3. Rationale Supporting Request:**<sup>4</sup>

Aldrich is in the second year of this process. We have completed level one training for all staff. We expect to complete the application process in 2006-07. We will continue with level two training and begin our work on curriculum planners. This request includes per diem expenses for staff members.

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<sup>1</sup> Complete a separate form for each request.

<sup>2</sup> The request may be for a reduction, an addition, or a request to consider a particular issue (e.g., consider the issue of discontinuing partial parent pay transportation for middle school students).

<sup>3</sup> The cost should reflect both personnel and non-personnel costs.

<sup>4</sup> Share the rationale behind the request. Include as much data and other information as possible.

## BUDGET REQUEST FORM<sup>1</sup>

### Program Area: Strategic Planning

#### 1. Description of Request:<sup>2</sup>

Strategic plan 5-12 is to develop a K-12 world languages program. . to all certified staff in interpreting student performance data. The request is for funding to develop a plan for training for elementary staff in World Languages.

#### 2. Estimated Cost of Request:<sup>3</sup>

Per Diem salaries for staff (4 days, 20 staff)	\$24,000
Travel	\$10,000
Materials	<u>\$ 4,000</u>
Totals	\$38,000

#### 3. Rationale Supporting Request:<sup>4</sup>

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<sup>1</sup> Complete a separate form for each request.

<sup>2</sup> The request may be for a reduction, an addition, or a request to consider a particular issue (e.g., consider the issue of discontinuing partial parent pay transportation for middle school students).

<sup>3</sup> The cost should reflect both personnel and non-personnel costs.

<sup>4</sup> Share the rationale behind the request. Include as much data and other information as possible.

## BUDGET REQUEST FORM<sup>1</sup>

### Program Area: Strategic Planning

#### 1. Description of Request:<sup>2</sup>

This request is for materials for teachers to prepare students to take the ACT and SAT tests. This is Strategic plan 5-3.

#### 2. Estimated Cost of Request:<sup>3</sup>

Training, conferences and Per Diem expenses for teachers	\$ 18,000
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#### 3. Rationale Supporting Request:<sup>4</sup>

This is part of the systematic plan to train teachers to help prepare students for ACT/SAT exams.

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<sup>1</sup> Complete a separate form for each request.

<sup>2</sup> The request may be for a reduction, an addition, or a request to consider a particular issue (e.g., consider the issue of discontinuing partial parent pay transportation for middle school students).

<sup>3</sup> The cost should reflect both personnel and non-personnel costs.

<sup>4</sup> Share the rationale behind the request. Include as much data and other information as possible.

## **BUDGET REQUEST FORM**<sup>1</sup>

### **Program Area: Strategic Planning**

#### **1. Description of Request:**<sup>2</sup>

Strategic plan 8-6 is to develop and implement plans to create a small high school. The budget request is for money for travel to look at some good examples of this type of school and for further research on best practices with this type of high school.

#### **2. Estimated Cost of Request:**<sup>3</sup>

Travel for 10 people	\$25,000
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#### **3. Rationale Supporting Request:**<sup>4</sup>

It is important to research best practices prior to design of the building.

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<sup>1</sup> Complete a separate form for each request.

<sup>2</sup> The request may be for a reduction, an addition, or a request to consider a particular issue (e.g., consider the issue of discontinuing partial parent pay transportation for middle school students).

<sup>3</sup> The cost should reflect both personnel and non-personnel costs.

<sup>4</sup> Share the rationale behind the request. Include as much data and other information as possible.

**PROGRAM DESCRIPTION FORM**

**Program Area:** Interlocal Agreements

**Briefly<sup>1</sup> describe the programs and/or services which were provided within this area of the school district's budget during the preceding budget year:**

Nebraska statutes provide an avenue for governmental agencies to enter into cooperative agreements. The cooperative agreements that the District has (that impact the budget) are as follows:

1. Electrical Services: A cooperative agreement between MPS, OPS, and OPPD for electrical services.
2. Utility Services: A cooperative agreement with MUD for the gas, water, and sewer services.
3. Transportation Services: A cooperative agreement between MPS, OPS, and Laidlaw Bus Company for regular education bus transportation.
4. Educational Services: A cooperative agreement between MPS and UNO (i.e., MOEC CADRE) for instructional services.

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<sup>1</sup> Please limit the description to one page. The use of "bullets" is encouraged.

**BUDGET LEVEL INFORMATION**

(Specific Budget Level Information<sup>1</sup>)

Program Area: Interlocal Agreements

Budget Level = FIXED %

1. What are the additions provided for in this budget when compared to the budget for last year?

Additions	Est. Cost
Electrical Services (OPPD)	\$ 3,404,318
Gas, Sewer, & Water Services (MUD)	1,133,917
Educational Services (MOEC-CADRE)	253,000
Transportation Services (OPS-Laidlaw)	1,155,224

2. What are the reductions provided for in this budget when compared to the budget for last year?

Reductions	Est. Cost
n/a	n/a

3. Financial Reconciliation:

Continuation Budget: <sup>2</sup>	\$ ---
Amount for Above Additions:	\$ 5,946,459
Amount for Above Reductions:	\$ <u>---</u>
Total:	\$ 5,946,459

4. Attach whatever information seems relevant to support the committee’s decisions related to this budget level. Include information related to other additions or reductions that were considered by the committee but were not in this budget level. [Note: If some of the supporting documentation relates to more than one of the proposed budget levels, attach the information to the first budget level and simply make reference to it in subsequent budget summaries.]

- Electrical Services (OPPD):

The OPPD board voted to have a 3% increase in electrical rates for commercial users in 2006. They also voted for a 3% increase for 2007. In addition, the District will have Elementary #24 coming on line sometime during the year. Elementary #24 will be heated and cooled by a ground source heat pump system, so it will be powered primarily by electricity. [Note: Although the District will be incurring utility expenses during construction, the building will not actually open until August, 2007.]

On the brighter side, the District has been involved with some energy savings projects that have proven to be successful. These projects will be expanded in the coming year. It

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<sup>1</sup> A separate form needs to be completed for each proposed budget level.

<sup>2</sup> The dollar amount for the Continuation Budget for each program area can be found in Appendix B in the Program Budgeting Packet.

is believed that the energy savings efforts will provide a substantial offset to the rate increases (i.e., via a reduction in peak load rates as well as reduced consumption).

In light of the above, the budget for electrical services remains unchanged for next year.

For additional information on energy use rates, see the information contained in the chart on Page 1 of the attached "IDEAS" magazine from OPPD.

- Gas, Sewer, & Water Services (MUD):

The budget for the Metropolitan Utilities District (MUD) utilities is dominated by the cost of natural gas. At present, the District is about 75% of the way through its current fiscal year, however, it is at 105% of its budget. The actual invoices paid to MUD by the District over the past 12 months have totaled \$986,015. MUD has communicated to its commercial customers that their best estimate of increases for the coming 12-month period is 15%.

Therefore, the budget for this year was calculated by taking the actual cost of services over the past 12 months and increasing it by 15%.

- Educational Services (MOEC-CADRE):

The cost for each CADRE teacher is \$23,000. The plan is to have eleven (11) CADRE teachers in 2006-2007 for a total cost of \$253,000.

- Transportation Services (OPS-Laidlaw):

The charges for transportation services with Laidlaw are contained in a contract with OPS, Laidlaw, and MPS. The contract was competitively bid in 2005.

The District will need to add one additional bus next year to provide the transportation required in the western part of the District. The total number of buses will be 33. Most of these buses are "double routed" (i.e., they make a run for middle schools early and a run for elementary schools later). [Parent must pay \$2.50/day for middle school students to ride the buses. This middle school program is often referred to as the "partial pay program."]

In a nutshell, the transportation budget for next year includes a 3% increase in rates (as provided in the contract), plus the increase related to one additional bus, minus the amount of income received from the "partial pay program." [Note: Transportation related to special education is included in the special education budget. Also, this area includes a small amount of expenses that need to be transferred to other budget areas outside the interlocal agreements.]

OMAHA PUBLIC POWER DISTRICT

# IDEAS

FOR BETTER ENERGY MANAGEMENT

SPRING 2006

Millard Public Schools  
Earns OPPD's Harding Award  
for Innovative Energy Use

*your energy partner*  
**OPPD**  
Omaha Public Power District



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## Contact Information

For more information about the products or services featured in this issue, please call (402) 636-3536.

## Important Phone Numbers

Energy Reviews .....402-636-3536  
 Economic Development.....402-636-3726  
 Toll-Free Number .....888-781-4415  
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 Multifamily Dwellings and Condos .....402-636-3752  
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 Real-Time Energy Monitoring .....402-636-3536  
 Standby Generation & Curtailment Program .....402-636-3536  
 Summary Billing.....402-536-4131  
 Toll-Free Number.....877-536-4131  
 Thermal-Conductivity Testing .....402-636-3536

## About OPPD

Omaha Public Power District is a publicly owned utility that serves more than 310,000 customers in 13 counties in southeastern Nebraska. OPPD's commercial and industrial rates are consistently below the national average.

## About Ideas Magazine

*Ideas* is published quarterly by Omaha Public Power District for distribution to its commercial and industrial customers. The purpose of the magazine is to promote the efficient use of energy and to provide information about new technology in the energy industry.

Address correspondence, additions to mailing list or address changes to: Fred Schweppe, *Ideas* Editor, OPPD, 3EP/EP1, 444 S. 16th St. Mall, Omaha, NE 68102-2247 For more information on OPPD, please visit our website: [www.oppd.com](http://www.oppd.com).



## Rate Increase Took Effect April 1

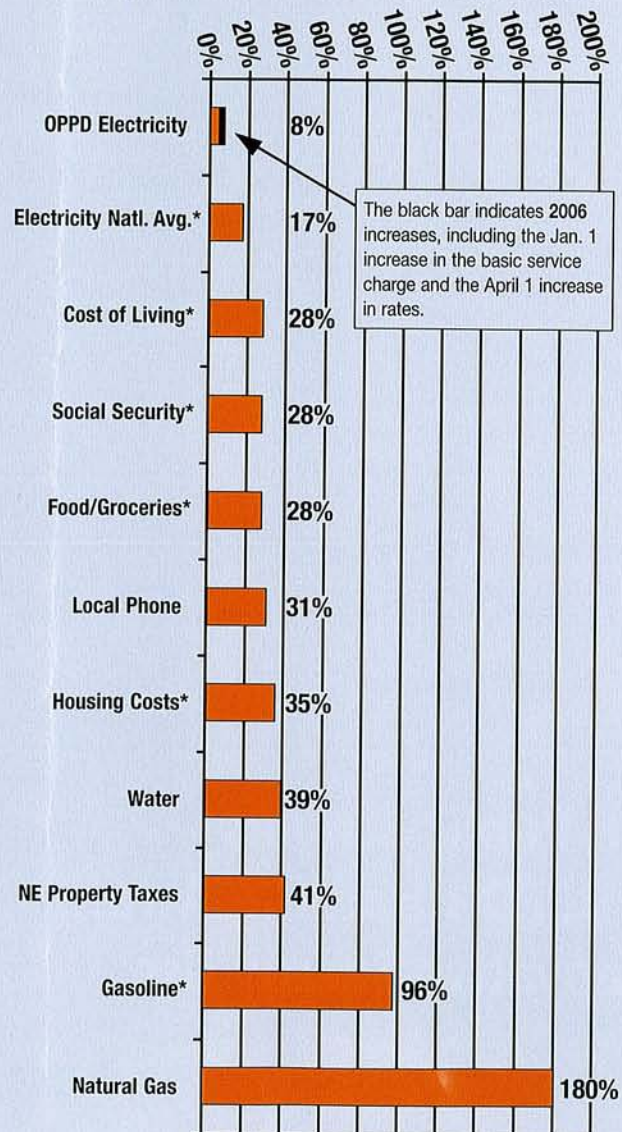
OPPD will be investing \$538 million in construction in 2006 in accordance with its corporate operating plan. As a result, a 3 percent general rate increase has been approved that will supply the revenue needed to meet OPPD's fiscal responsibilities. Public meetings were held prior to the rate increase approval.

Almost 80 percent of the record \$538 million construction budget will go to securing an energy supply for the future by renewing and upgrading Fort Calhoun Nuclear Station and building a new generating plant near Nebraska City. Half of the Nebraska City plant will be paid for by other customer-owned utilities that have signed long-term agreements to purchase some of its power.

The power projects are necessary to meet the increasing demand for electricity by customers. Over the past 10 years, the number of OPPD customers has increased almost 19 percent, and the amount of electricity used by each residential customer has increased almost 6 percent. Without the projects, OPPD would be forced to rely on the open market for electricity, a strategy that has led to large rate increases at other utilities.

OPPD estimates total operating revenues of \$666.2 million in 2006, and net income of \$60.4 million.

## Change in OPPD's Electricity Costs per kwh Compared to Other Items 1995-2005



\* Items based on national averages. All other items based on area averages.

# 2006 Harding Energy Award of Excellence

## Lessons Learned, Top Marks Earned

*The recess bell rings. Children from Rohwer Elementary stream from school doorways toward the soccer field. They run, jump and kick on the lush carpet of green, unaware of what lies beneath.*

*Hidden just below the frost line are hundreds of feet of refrigerant-filled tubes that comprise the well field of the school's geothermal heat pump system. Refrigerant courses through the system. Depending on the time of year, it either absorbs heat from the earth's steady temperature and carries it inside, or absorbs indoor heat and transfers it out to the earth.*

*Regardless of the conditions outside, when the bell sounds to end recess, the children will be able to return to their school to learn in comfort.*

### **Making the Grade**

Each April, OPPD honors one of its commercial or industrial customers with the Harding Award of Excellence, named for the first president of OPPD, J. M. Harding.

Millard Public Schools (MPS) earned this year's Harding Award for demonstrating the efficient and innovative use of energy, such as installing geothermal systems at Rohwer Elementary and other schools within its district.

The following criteria are evaluated to select the award recipient:

- Load factor
- Total energy consumption
- Conservation practices
- Application of alternative energy sources
- Innovation of energy applications
- Environmentally conscious business practices

Millard Public Schools is no stranger to receiving awards. It was recently rated as one of the top public school districts in the





OPPD Account Executive Floyd Prine and Brad Sullivan, principal of Rohwer Elementary, converse in the school library. The school earned national Energy Star status for its energy-efficiency.

great strides toward becoming world-class when it comes to energy:

- Two of its elementary schools, Rohwer and Wheeler, were the first schools in Nebraska to receive the Energy Star designation, national recognition for superior energy-efficiency performance.

- Both Rohwer and Wheeler, along with Beadle Middle School and the new Reeder Elementary School, are equipped with geothermal heat pump

systems. The federal Department of Energy and the Environmental Protection Agency have endorsed geothermal heat pump systems because they are the most energy-efficient and environmentally friendly HVAC systems available.

- MPS and OPPD teamed up to rev up the

district's energy performance. Upgrades have included switching T-12 fluorescent lighting to higher-efficiency T-8 lighting and replacing water heaters with higher efficiency models.

- All three of the high schools in the district have incorporated web-based energy monitoring, an innovative technology that provides information to track energy consumption and costs using sophisticated metering and reporting. Plans are to add monitoring to the middle schools, as well.

One way web-based monitoring accomplishes energy reduction is by cycling the heating and cooling tasks. Instead of trying to heat or cool an entire facility at once, which increases costs due to peak demands, areas of the building are regulated sequentially, which evens out the load.

### A+ for Continuous Commissioning

When Ken Fossen, associate superintendent for general administration, and other school leaders were formulating an energy strategy for MPS, they knew they must invest in energy-smart technology for new construction. But they also realized that they should maximize energy savings at existing buildings.

"Having a mixture of old and new facilities

nation by *Expansion Management* magazine. Now it can add "tops in energy-efficiency" to its list of accomplishments.

### A Brief History Lesson

The first school in Millard was established in 1870 for six pupils. In 1938, MPS conferred diplomas upon its first class of high school seniors. The district, originally confined to about four square miles, expanded its boundaries in the late 1950s to reach its present size of 35 square miles. The driving force for this expansion was the opening of the nearby Western Electric plant.

In the 1960s, Millard was the fastest-growing community in Nebraska, with 635 percent growth. During the same decade, Millard Public Schools erected eight schools, including Millard High School – now Millard South High School – to keep up with a student enrollment increase of 975 percent. By 1978, the district had become Nebraska's third-largest.

MPS currently maintains three high schools, six middle schools and 23 elementary schools. In 2005, voters approved a \$78 million bond issue to build new schools and renovate or add to some existing schools. A new elementary school is scheduled to open in August 2007, and another in August 2008, along with a new nontraditional high school.

### Progress Report

Dr. Keith Lutz, superintendent of MPS, speaks often of his district's goal to become a world-class school district. MPS is making



Students at Rohwer Elementary enjoy comfortable surroundings in the school's computer center.

is a challenge for any established district like ours, whose enrollment is expanding," said Fossen. "When OPPD representatives said they could help us save energy and money at any of our existing facilities, we decided to give them a challenge."

As a result of a 2004 energy audit performed by OPPD through the Rebuild America program, MPS decided to incorporate the process of Continuous Commissioning™ (CC™) at one of its newest facilities, Millard West High School.

CC services are provided to OPPD's customers through a partnership between OPPD and Energy Systems Lab at University of Nebraska - Lincoln.

The CC process integrates and optimizes energy system operations, minimizes energy use, improves comfort, and recommends cost-effective retrofits by applying specialized engineering approaches.

Fossen said that since West was built just 10 years ago to be energy-efficient, he was skeptical about what types of gains could be made through CC. The box on the right demonstrates the effectiveness of the program.

"We were thrilled with the results and are eager to upgrade our other older facilities," Fossen said. "It's exciting because we're just scratching the surface."

### CC at Millard West

Millard West High School is a two-story

facility built in 1995, with an addition built in 1998 and another addition currently under construction. The 337,871-square-foot school is equipped with 29 variable air volume air-handling units, two water-cooled centrifugal chillers and two gas boilers. An energy control management system was added as part of the CC process.

### Results/Benefits

- Reduced comfort complaints
- Eliminated building pressurization problems
- Maintained building comfort 24/7
- Improved system reliability
- Reduced electric consumption by 7 percent, peak electricity demand by 21.8 percent and gas consumption by 27.4 percent, based on 12 months of utility data since project completion

### Dollar Saved Is a Dollar Learned

Dr. Lutz is not a native Nebraskan, although he has lived in our state more than 15 years. His experience with school districts in other parts of the country provides him with a unique perspective on Millard's strengths and challenges.

"Nebraska is flat-out a great place to be! It's a real privilege to live here and work for

such a dynamic school district," said Lutz. "One of the most rewarding aspects is that our success is a shared one. Much of the credit goes to our grass-roots strategic planning team, and the contributions of our partners in our community at large and in our Millard Schools family."

On behalf of Millard Public Schools, Dr. Lutz gratefully accepts this year's Harding Award for Excellence and vows to help keep MPS moving - in terms of energy use and all aspects of education - toward world-class status.



### Millard Public Schools Facilities

#### Elementary Schools

Abbott, 1313 N. 156 St.  
Ackerman, 5110 S. 156 St.  
Aldrich, 506 N. 162 Ave.  
Black Elk, 6708 S. 161 Ave.  
Bryan, 5010 S. 144 St.  
Cather, 3030 S. 139 Plz.  
Cody, 3320 S. 127 St.  
Cottonwood, 615 Piedmont Dr.  
Disney, 5717 S. 112 St.  
Ezra Millard, 14111 Blondo St.  
Harvey Oaks, 15228 Shirley St.  
Hitchcock, 5809 S. 104 St.  
Holling Heights, 6565 S. 136 St.  
Montclair, 2405 S. 138 St.  
Morton, 1805 S. 160 St.  
Neihardt, 15130 Drexel St.  
Norris, 12424 Weir St.  
Reeder, 19202 Chandler St.  
Rockwell, 6370 S. 140 Ave.  
Rohwer, 17701 F St.  
Sandoz, 5959 Oak Hills Dr.  
Wheeler, 6707 S. 178 St.  
Willowdale, 16901 P St.

#### Middle Schools

Andersen MS, 15404 Adams St.  
Beadle MS, 18201 Jefferson St.  
Central, 12801 L St.  
Kiewit, 15650 Howard St.  
North, 2828 S. 139 Plz.  
Russell, 5304 S. 172 St.

#### High Schools

Millard Learning Center, 13270 Millard Ave.  
Millard North, 1010 S. 144 St.  
Millard South, 14905 Q St.  
Millard West, 5710 S. 176 Ave.

#### Additional

Support Services, 13906 F St.  
Technology Division, 4401 S. 132 St.  
Don Stroh Admin. Center, 5606 S. 147 St.



Bob Snowden of Millard Public Schools discusses business in one of Millard West's mechanical rooms with OPPD's Floyd Prine.



# Saving Energy with Continuous Commissioning

Owners of 25 buildings in Omaha are now saving money on energy costs with the implementation of Continuous Commissioning<sup>sm</sup> (CC<sup>sm</sup>), an ongoing process to integrate and optimize energy system operations, improve comfort and minimize energy use. The total energy savings from gas and electricity is \$1.2 million for a two-year period for the 25 buildings. Due to rising natural gas prices, the cost savings is even more substantial than originally predicted.

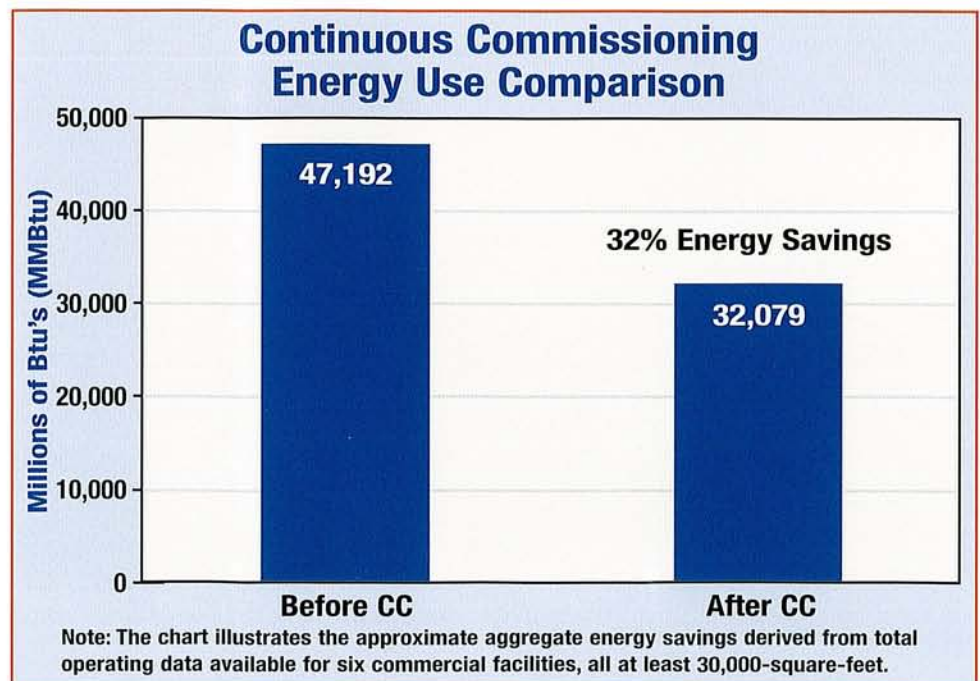
CC is a combined effort of OPPD and the Energy Systems Lab at the University of Nebraska – Lincoln. By optimizing energy use with CC, a building owner can reduce energy costs by 15 to 40 percent, with a payback period of less than three years, according to the U.S. Department of Energy and the Electric Power Research Institute. CC also benefits building owners by resolving operating problems, improving comfort, optimizing energy use and identifying the best retrofits.

## Regency Center

For example, the Regency Center, a five-story office building built in 1970, reduced its electricity demand by 20 percent, electricity consumption by nearly 45 percent and

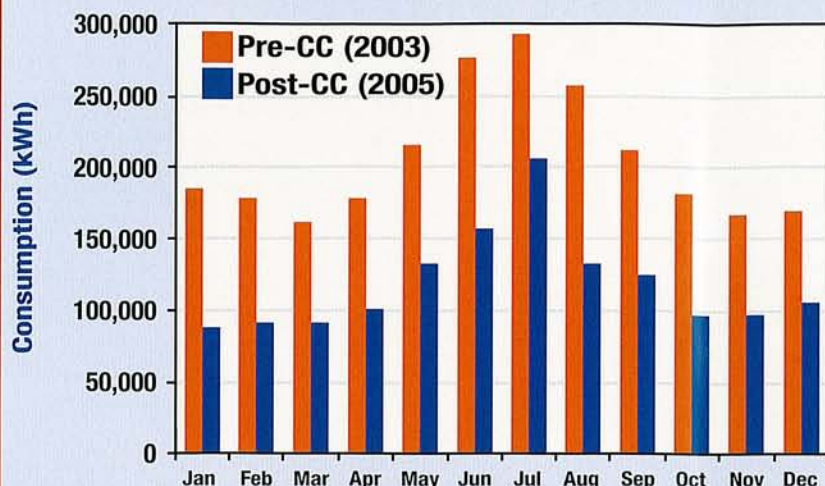
gas consumption by 53 percent with CC.

The building is managed by the Lund Company, which provides management services for 4.7 million square feet of retail, office, industrial and multifamily properties valued

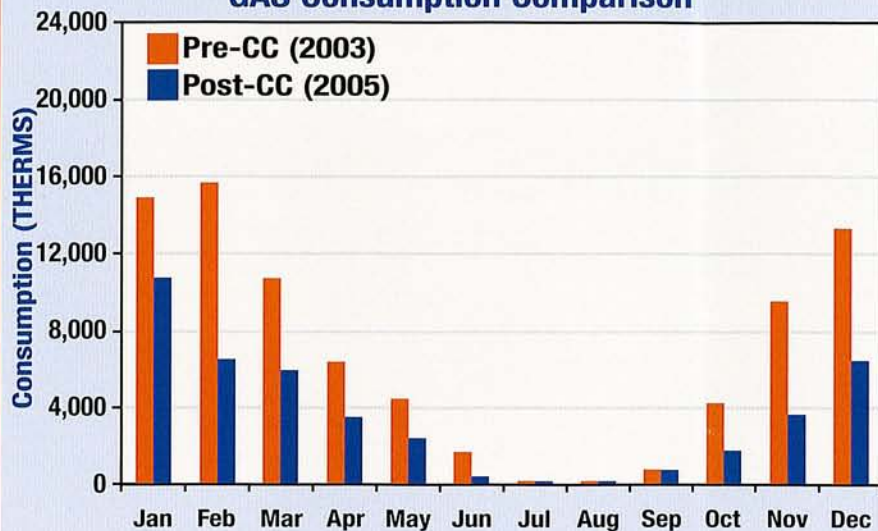


# Regency Center Energy Comparison

## Electricity Consumption Comparison



## GAS Consumption Comparison



at more than \$300 million. Lund employees are always looking for ways to lower operating costs and create higher property values for their clients. They have found that decreasing energy costs through Continuous Commissioning is a very effective method.

In addition to energy savings, tenant comfort complaints were reduced at the building, and the reliability of the HVAC systems was improved. The CC team upgraded the HVAC controls in the 71,000-square-foot building to direct digital controls. They also optimized the controls of the air-handling unit, enhanced the air flow in the building, set the chilled water supply air temperature at the optimal level and modified the boiler operation for more efficiency.

"The building was a nightmare," said Jerry Law-Mumm, the commercial service department foreman for the Lund Company. "There were areas where we were wasting energy and also comfort problems for the tenants. Sometimes tenants were too hot, sometimes too cold. The team ferreted out the problems, doing a lot of little things that many people overlook.

"They looked at each office configuration and fine-tuned the heating and cooling needs, addressing each tenant's needs individually. After the initial improvements, the team continues to monitor the building's system and further enhance the system. While another vendor might just quit when the job is finished, the Continuous Commissioning team sticks with it."

To examine the minute details, the team studied the layout of each office space to maximize the energy savings in each area, while making sure the ideal comfort level was maintained, said Law-Mumm. Instead of just programming the heating and cooling to begin and end at a particular time each day, they examined the occupancy schedule of each tenant for maximum efficiency. In addition, according to the weather, they would figure out how long it took to heat each space in the morning and how long it took to cool down at the end of the day, so the heating and cooling could precisely be controlled and monitored for optimal cost savings.

"They were very, very thorough," said Law-Mumm.

The CC team consists of a full-time staff of researchers from the UNL Energy Systems Laboratory, along with experts and support staff from OPPD. The team partners with the customer's preferred vendors whenever possible.

"It's been such a big deal for the Lund Company. We started out doing Continuous Commissioning in two buildings, and there were such impressive changes that now we're working with the team on seven other projects," said Law-Mumm. "In addition, the tenants are now comfortable all day long,"

### For More Information

For more details, please call (402) 636-3536 or (800) 648-2658, option #8, or visit the Products and Services section of OPPD's website at [www.oppd.com](http://www.oppd.com).



### Features of Continuous Commissioning

- Implements specialized HVAC control technologies
- Uses existing building systems whenever possible
- Provides extensive experience and credentials
- Uses project-specific training and support
- Offers direct access to UNL's nationally recognized research team

# Students Honored with 2006 Harding Scholarships

Omaha Public Power District congratulates two outstanding scholarship winners for their exemplary achievements and academic excellence.

OPPD has awarded its 2006 J. M. Harding Memorial Scholarships to University of Nebraska at Omaha student Jarrod Kucera, a junior in the College of Engineering and Technology, and Christopher Turner, a senior in the College of Business at Creighton University.

Kucera is majoring in construction engineering and technology. He has consistently been on the dean's list throughout his academic career and has a 3.9 grade point average. He is vice president of the student

chapter of the Design-Build Institute of America and secretary of the Student Consortium of Specialty Contractors.

Turner is majoring in business administration with an emphasis in finance. He has been on the dean's list for the past four semesters and has a 3.77 grade point average. He is a member of the Alpha Kappa Psi fraternity and the Anna Tyler Waite Leadership Foundation. He is a member of the Creighton Business School's Student Union and the student finance committee.

These scholarships are funded by proceeds from the J. M. Harding Award of Excellence luncheon and the annual Warren R. Swigart Golf Tournament.



Christopher Turner



Jarrod Kucera



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