

F.O.I. Compliance – Subject to Board approval

ESSEX BOARD of EDUCATION

Date: January 23, 2023

Budget Workshop I – held in the Essex Elementary Media Center

(To view a recording of this meeting, please visit our website www.reg4.k12.ct.us and select “Remote Meeting Recordings” under the BOARD OF EDUCATION Heading)

Attendance:	<u>Board members</u>		<u>Administration:</u>		<u>Others:</u>
	Lon Seidman	√	Brian White	√	
√ = present	Justin Pillion	√	Robert Grissom	√	
	Nancy Johnston	√	Sarah Brzozowy	√	
	Mark Watson	√	Jennifer Tousignant	√	
	Cassandra Sweet	√			
	Marjorie Russell	√			

Call To Order: approx. 6:00 p.m.

Items/Discussion:

The board reviewed and discussed the proposed Essex Elementary budget document for 2023-24 (see attached).

Public Comment – there were no public comments

The next budget workshop will be held remotely on February 09, 2023 @ 6:00 p.m.

ADJOURNMENT:

On motion duly made and seconded, the board unanimously VOTED to adjourn at approx. 7:54 p.m.

ESSEX SCHOOL DISTRICT
Essex Elementary School
2023-2024 Proposed Budget

Essex Board of Education Budget Workshop #1 January 23, 2023



A Mission-Driven Learning Community with a PK-12 Line of Sight

Lon Seidman, Chair - Essex Board of Education
Brian J. White, Superintendent of Schools
Sarah Smalley, Director of Pupil Services

Sarah Brzozowy, Ed.D, Assistant Superintendent
Jennifer Tousignant, Principal
Robert Grissom, Finance Director



Regional School District 4
Chester - Deep River - Essex - Region 4

2023 - 2024 School Year Budget Request

ESSEX SCHOOL DISTRICT

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Regional School District 4 Chester - Deep River - Essex - Region 4

2023 - 2024 School Year Budget Request

ESSEX SCHOOL DISTRICT

The Essex School District is part of a system of schools comprising the Chester, Deep River, Essex, and Region 4 school districts. The districts are governed by multiple Boards of Education and administered under the auspices of the Supervision District agreement. The Boards of Education are committed to providing a rigorous, challenging, and cohesive educational program with a PK-12 line of sight.

Essex Elementary School

Essex Elementary School opened in 1954 and serves students in Essex, Centerbrook, and Ivoryton. Today, Essex Elementary School serves approximately two hundred eighty students in grades PK-6. Essex Elementary School has high expectations for all students and uses a School Improvement Process to improve student achievement. School Improvement is a continuous process used to ensure that all students are achieving at high levels. Continuous improvement is essential to provide increased student performance and quality results. Innovative, exemplary, and research-based programs, coupled with professional development, focused and aligned resources, and public participation in planning, are critical factors in schools that demonstrate continuous growth. An early intervention process, SRBI, supports teacher and specialist collaboration for effective use of instructional resources and to monitor student progress. Performance Plus is used to monitor interventions and student data at Tier II and Tier III. All of these efforts are coordinated to provide seamless instruction between all professionals in the building for a continuum of instructional support for student growth. Meetings are held to discuss best practice, review student data, and plan collaboratively. The efforts of the staff are positively affecting student achievement and the staff is committed to continuing their efforts and expanding upon them in the future.

Besides a strong academic program in reading, writing and mathematics, there are other programs to enrich our students' elementary experience. Students in grades 3-6 participate in the World Language/Spanish program. Technology is integrated into the classrooms through three laptop labs, one full size iPad lab and one mini iPad lab along with multiple desktop computers in every classroom. The band and choral programs encourage students' skills in music. A school-wide Art Show demonstrates the multitude of media that students create in grades K-6. The Parent Teacher Organization (PTO) provides enrichment programs for students in the Cultural Arts, field trips to enhance the curriculum and a myriad of opportunities for parent/family involvement. The Essex Elementary School Foundation funds the Historian in Residence Program for students in grades 4, 5, and 6 and a World Cultures program for students in grade 3. The staff continues to enhance its Social Development Program, which helps to narrow the disparity between students who are already successful in school and those who struggle in school. The Social Development Program promotes a school culture, climate, and curriculum, which foster the social, emotional, and behavioral development of students. The Social Development Book of the Month program embeds our core values into the general curriculum in each classroom. At Essex Elementary School we strive to provide a strong academic program and to create an atmosphere that fosters a love of learning and a sense of community.



Regional School District 4
Chester - Deep River - Essex - Region 4

2023 - 2024 School Year Budget Request

ESSEX SCHOOL DISTRICT

FIVE YEAR STRATEGIC PRIORITIES 2023-2028

The Chester, Deep River, Essex, and Regional School District No. 4 Boards of Education are presently engaged in a process to develop a set of Strategic Priorities which will guide the work of our schools for the 2023-2028 school years. While the Strategic Plan remains in development with the Boards of Education of Chester, Deep River, Essex, Regional School District No. 4, and the Supervisions District Committee, the agreed upon priorities are:

1. Teaching and Learning
2. Culture and Climate
3. Finance and Operations

Once finalized, these Strategic Priorities will guide the resource needs and budget development of our schools.



Regional School District 4 Chester - Deep River - Essex - Region 4

2023 - 2024 School Year Budget Request

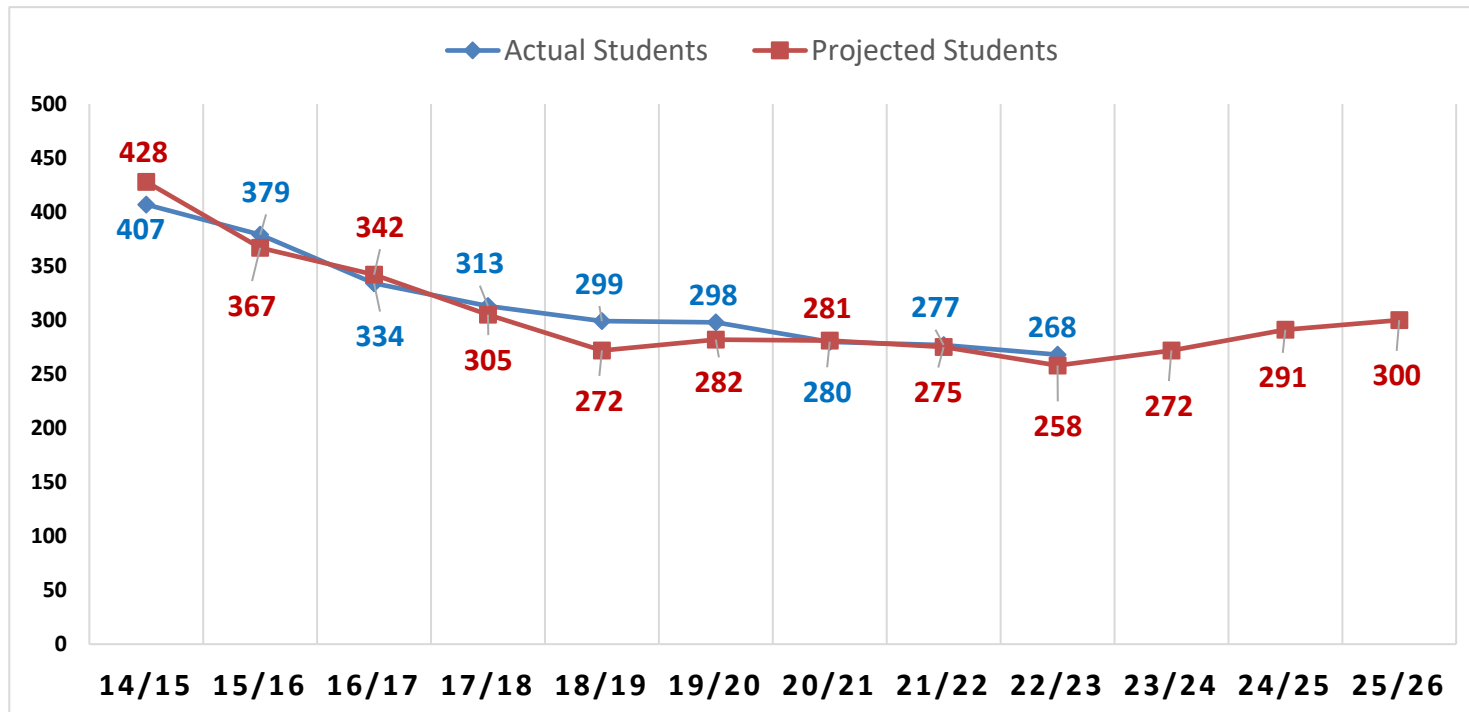
ESSEX SCHOOL DISTRICT

Essex Elementary School

Enrollment and Projections (Grades K-6)

2014/15 through 2025/26

(enrollment based upon SDE October 1 census PSIS report)



*Pete Prowda projections used for years 14/15 through 18/19

* Principal's projections used for year 19/20

* NESDEC study for projections for 20/21-25/26



Regional School District 4
Chester - Deep River - Essex - Region 4

2023 - 2024 School Year Budget Request

ESSEX SCHOOL DISTRICT

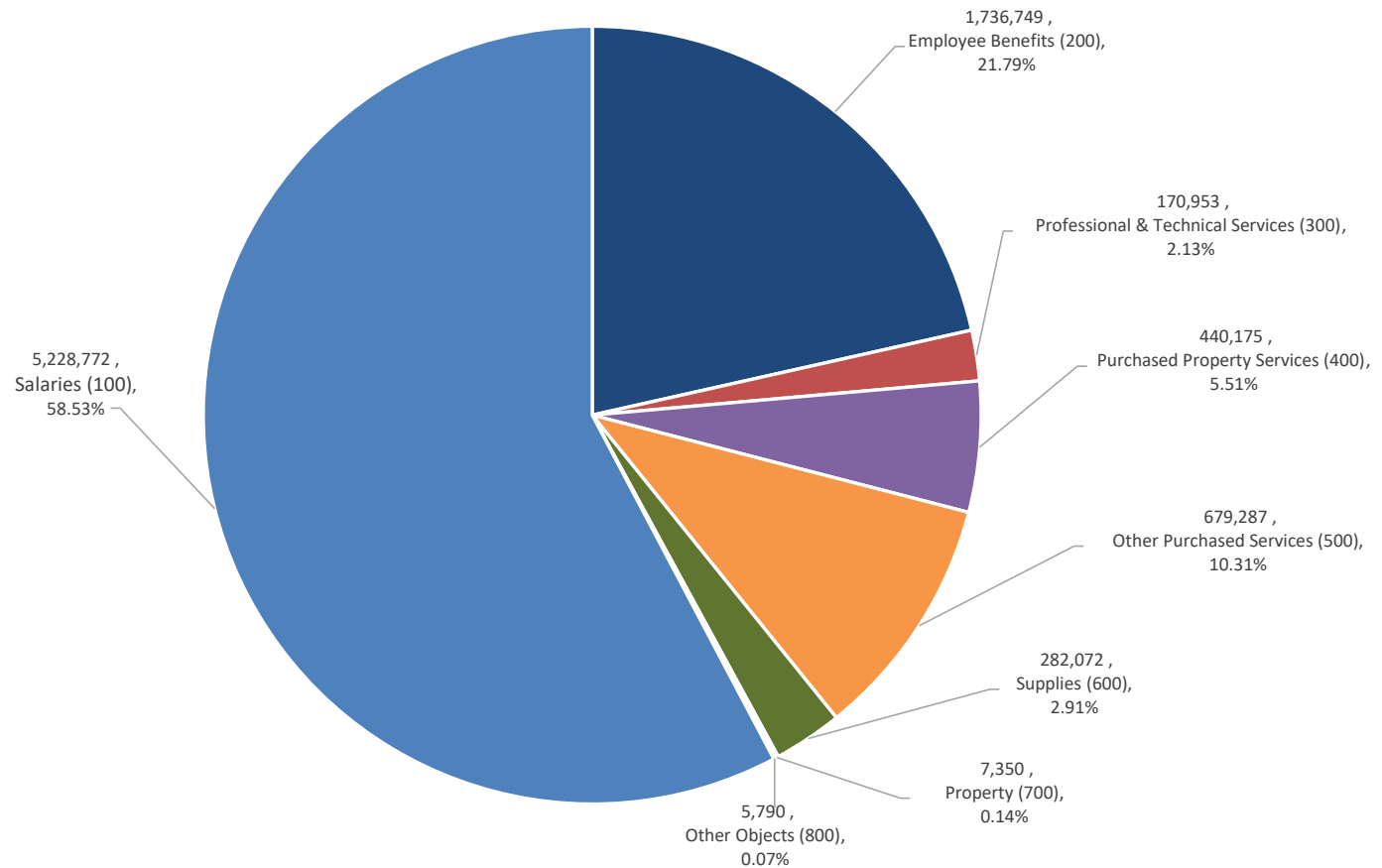
Essex Elementary School Enrollment and Projections

	K	1	2	3	4	5	6	TOTAL	SECTIONS	CLASS SIZE
2018/19	31	38	40	41	43	64	42	299	20	15.0
2019/20	37	32	39	38	45	44	63	298	19	15.7
2020/21	32	38	35	41	40	47	47	280	19	14.7
2021/22	32	38	35	40	40	47	45	277	20	13.9
2022/23	37	35	35	41	42	37	41	268	20	13.4
Projected										
2023/24	41	36	34	37	41	43	40	272	20	13.6

*Note: all actual figures based on October 1st PSIS census report
all projections based on NESDEC study Projections*

Essex Elementary School
Requested Budget for
School Year 2023 - 2024

2023-2024 Analysis of Requested Budget by Object
Total Budget Request: \$8,551,148



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Essex Elementary School
Proposed Budget for School Year 2023-2024

BUDGET SUMMARY EXPENDITURES BY OBJECT CODE	2020-2021 Approved Budget	2021-2022 Approved Budget	2022-2023 Approved Budget	2023-2024 Requested Budget	% of Change over 2022-2023	\$ of Change over 2022-2023	Object Description
Salaries (100)	4,548,807	4,589,740	4,766,752	5,228,772	9.69%	462,020	Includes regular and extra compensatory wages for employees
Employee Benefits (200)	1,765,568	1,810,527	1,774,429	1,736,749	-2.12%	(37,680)	Contractual Benefits for employees including medical, life insurance, annuities and FICA/Medicare.
Professional & Technical Services (300)	158,457	160,003	173,686	170,953	-1.57%	(2,733)	Primarily legal, consulting, rehabilitative, and professional development services performed by outside contractors.
Purchased Property Services (400)	430,335	427,276	448,424	440,175	-1.84%	(8,249)	Expenditures from these accounts are used for upkeep and repairs of school buildings, equipment and leases.
Other Purchased Services (500)	628,464	671,422	839,637	785,287	-6.47%	(54,350)	Expenditures from these accounts are used primarily for out-of-district transportation, communications, out of district tuition, travel, and conferences.
Supplies (600)	216,418	211,937	236,926	282,072	19.05%	45,146	Includes supplies, materials, textbooks, utilities such as heating fuel.
Property (700)	3,170	9,249	11,188	7,350	-34.30%	(3,838)	Funds from these accounts are used for new and replacement equipment.
Other Objects (800)	5,214	5,253	5,601	5,790	3.37%	189	These accounts are used to budget for professional memberships.
TOTAL EXPENDITURES	7,756,432	7,885,407	8,256,643	8,657,148	4.85%	400,505	
REVENUES	(48,000)	(24,000)	(112,000)	(106,000)	-5.36%	6,000	Excess cost reimbursements for OOD Tuition
NET BILLINGS TO TOWN	7,708,432	7,861,407	8,144,643	8,551,148	4.99%	406,505	Difference from 2022/23 budget Over 2022/23 budget

406,505
4.99%

Essex Elementary School
Requested Budget for School Year 2023-2024
BY OBJECT

BUDGET BY OBJECT	2020-2021 Approved Budget	2020-2021 Actual Expense	2020-2021 Surplus (Deficit)	2021-2022 Approved Budget	2021-2022 Actual Expense	2021-2022 Surplus (Deficit)	2022-2023 Approved Budget	2023-2024 Requested Budget	\$ Change over 2022- 2023	% Change over 2022- 2023	Object Description
<u>OBJECT 100 - SALARIES:</u>											
5111 School Administration Salary	152,227	155,308	(3,081)	155,652	155,652	0	159,543	164,329	4,786	3.00%	Salaries of Principal.
5113 Teachers' Salaries	1,911,645	1,844,342	67,303	1,947,055	1,978,020	(30,965)	1,956,237	2,161,477	205,240	10.49%	Contractual salaries for Teachers.
5114 Secretary Salaries	157,861	145,285	12,576	146,812	155,950	(9,138)	153,239	157,268	4,029	2.63%	Salaries for Secretaries.
5115 Custodian Salaries	221,326	240,514	(19,188)	222,385	232,099	(9,714)	267,204	268,105	901	0.34%	Salaries for Custodians and Maintenance Supervisor.
5116 Nurse Salary	53,534	57,317	(3,783)	55,941	55,401	540	57,899	58,767	868	1.50%	Salaries for School Nurse.
5118 Food Service Administrator Salary	15,665	0	15,665	16,017	15,710	307	16,578	16,910	332	2.00%	Food Service Administrator Salary.
5118 Food Service Bookkeeper Salary	5,867	0	5,867	5,999	5,748	251	6,748	6,924	176	2.61%	Food Service Bookkeeper Salary.
5118 Cafeteria Salary	58,640	78,431	(19,791)	59,946	52,409	7,537	60,168	60,548	380	0.63%	Salaries for Cafeteria Program.
5119 Para Educators Salaries	437,828	421,593	16,235	447,680	441,751	5,929	432,919	451,834	18,915	4.37%	Wages for Para-Educators.
5123 Substitute Teachers Salary	45,000	33,234	11,766	54,755	35,658	19,097	54,000	107,554	53,554	99.17%	Daily rate of \$125 for the anticipated annual number of substitute days; includes long-term building sub.
5124 Substitute Secretary/Para-Educators	8,000	3,498	4,502	8,180	24,441	(16,261)	8,385	10,108	1,724	20.56%	Sub Secretaries and Para-Educators coverage.
5125 Substitute Custodians	5,000	3,041	1,959	5,113	3,773	1,340	5,241	5,380	139	2.66%	Sub Custodian coverage.
5126 Summer Part Time Custodian Salary	12,000	8,930	3,070	12,270	12,546	(276)	12,577	12,910	333	2.65%	Summer help for custodial services.
5133 Coaches/Extra-Curricular Salary	21,420	3,817	17,603	21,902	14,873	7,029	25,672	26,998	1,326	5.17%	Stipends for planned extracurricular clubs and activities, Mentors, and Teach In Charge stipend.
5134 Secretary Overtime	1,700	400	1,300	1,738	500	1,238	1,767	2,414	647	36.62%	Reflects the cost of overtime for the school secretaries and the clerk for the BOE.
5135 Custodian Overtime	4,500	405	4,095	4,601	941	3,660	4,716	4,841	125	2.65%	Covers custodians for emergency snow removal, repairs, etc.
5198 Supervision District	1,436,594	1,436,594	0	1,423,694	1,423,694	0	1,543,861	1,712,405	168,544	10.92%	Essex Elementary Schools proportionate share of Supervision District Salaries.
TOTAL SALARIES	4,548,807	4,432,707	116,100	4,589,740	4,609,166	(19,426)	4,766,752	5,228,772	462,020	9.69%	
<u>OBJECT 200 - EMPLOYEE BENEFITS:</u>											
5210 Health Insurance	1,023,115	1,023,115	(0)	1,056,808	1,056,808	0	1,056,808	941,512	(115,296)	-10.91%	Contractual health insurance to employees.
5212 Appropriation: Health Insurance Reserve	33,524	33,524	(0)	33,524	33,524	0	0	0	0	0.00%	Appropriation: Health Insurance Reserve Fund.
5214 Life Insurance	5,486	3,809	1,677	3,863	3,774	89	3,938	4,898	960	24.38%	To provide contractual life insurance to employees.
5223 FICA/Medicare	101,930	108,175	(6,245)	101,126	115,642	(14,515)	102,034	106,434	4,400	4.31%	Required by statute for all non-certified personnel and certified personnel hired after 4/1/1986.
5250 Unemployment Compensation	30,000	956	29,044	30,000	0	30,000	22,500	18,000	(4,500)	-20.00%	Estimated expense based on potential claims due to staff reductions and other terminations.
5260 Worker's Compensation	30,871	28,555	2,316	31,797	27,469	4,328	31,797	33,387	1,590	5.00%	Premium payments, required by statute, for all employees. Per Town Hall.
5290 Other Employee Benefits	79,109	72,190	6,919	85,826	77,033	8,793	88,964	92,480	3,516	3.95%	Contractual contributions for non-certified pensions.
5291 Annuities	15,829	14,079	1,750	14,997	12,938	2,059	14,562	14,562	0	0.00%	Para-educators and Administrators contractual contributions to annuity contracts.
5298 Supervision District	445,704	445,704	0	452,586	452,586	0	453,826	525,476	71,650	15.79%	Essex Elementary Schools proportionate share of Supervision District Benefits.
TOTAL EMPLOYEE BENEFITS	1,765,568	1,730,107	35,461	1,810,527	1,779,773	30,755	1,774,429	1,736,749	(37,680)	-2.12%	

Essex Elementary School
Requested Budget for School Year 2023-2024
BY OBJECT

BUDGET BY OBJECT	2020-2021 Approved Budget	2020-2021 Actual Expense	2020-2021 Surplus (Deficit)	2021-2022 Approved Budget	2021-2022 Actual Expense	2021-2022 Surplus (Deficit)	2022-2023 Approved Budget	2023-2024 Requested Budget	\$ Change over 2022- 2023	% Change over 2022- 2023	Object Description
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:											
5322 Professional Development	7,000	0	7,000	12,500	0	12,500	24,000	17,270	(6,730)	-28.04%	Contractual tuition reimbursement for teachers.
5330 Other Professional Services											
Sound Equipment Services	850	0	850	850	0	850	850	0	(850)	-100.00%	Services purchased for concerts.
Special Education	24,800	23,280	1,520	17,000	0	17,000	17,000	17,000	0	0.00%	To provide services and consulting for special needs students serviced in district.
Health	1,175	0	1,175	900	0	900	900	0	(900)	-100.00%	To provide for CPR recertification.
Physical Therapy	18,669	13,291	5,378	9,759	10,268	(509)	11,643	11,643	0	0.00%	To provide physical therapy for special needs students.
Testing & Therapy	10,000	6,750	3,250	9,000	7,500	1,500	10,000	7,500	(2,500)	-25.00%	To provide diagnostic testing and speech therapy for special needs students serviced in district.
Building Study	0	0	0	17,000	10,200	6,800	0	0	0	0.00%	Building Study completed by Kaestle Boos Associates.
Other Services	31,500	19,621	11,879	31,500	27,950	3,550	33,440	34,000	560	1.67%	Audit fees, legal fees, and sound equipment services.
TOTAL OTHER PROFESSIONAL SER	86,994	62,942	24,052	86,009	55,918	30,091	73,833	70,143	(3,690)	-5.00%	
5398 Supervision District	64,463	64,463	0	61,494	61,494	0	75,853	83,540	7,687	10.13%	Essex Elementary Schools proportionate share of Supervision District Purchased & Technical Services
TOTAL PURCHASED & TECHNICAL SERVICE	158,457	127,405	31,052	160,003	117,412	42,591	173,686	170,953	(2,733)	-1.57%	
OBJECT 400 - PURCHASED PROPERTY SERVICES:											
5411 Water	9,100	8,329	771	9,100	9,058	42	9,200	9,300	100	1.09%	To provide water for the school.
5412 Electricity	70,000	55,281	14,719	70,000	55,860	14,140	70,000	57,500	(12,500)	-17.86%	To provide electrical energy to the school.
5430 Repairs & Maintenance											
Art	300	0	300	300	118	182	300	300	0	0.00%	To provide repairs and maintenance for art equipment.
Music	1,950	1,905	45	2,050	1,205	845	2,050	2,050	0	0.00%	To provide repairs and maintenance for music equipment.
Computer Education	9,000	4,396	4,604	9,000	1,095	7,905	9,000	10,000	1,000	11.11%	To provide repairs and maintenance school technology equipment.
Special Education	3,850	3,350	500	3,550	3,033	517	3,550	3,550	0	0.00%	To provide repairs and maintenance to SPED equipment.
Health	85	75	10	85	75	10	85	2,590	2,505	2947.06%	To provide repairs and maintenance for the health equipment.
Audio/Visual	500	669	(169)	500	500	0	650	650	0	0.00%	To provide repairs and maintenance for the audio/visual equipment.
Contracts	800	763	37	825	763	62	850	850	0	0.00%	Maintenance for library automation.
Plant Operations Repairs			0			0					Repairs and maintenance costs for the building.
INSPECTIONS	9,800	0	9,800	9,800	0	9,800	10,100	10,400	300	2.97%	Inspections.
REGULAR FACILITY MAINTENANCE	13,800	0	13,800	13,800	0	13,800	21,300	22,100	800	3.76%	Maintenance of facilities.
COMMUNICATIONS SYSTEM	4,500	0	4,500	4,500	0	4,500	4,600	4,900	300	6.52%	Internet Service
PLUMBING	3,400	0	3,400	3,400	0	3,400	3,500	3,600	100	2.86%	Plumbing needs.
HEATING	40,600	40,600	0	40,600	0	40,600	46,700	46,300	(400)	-0.86%	Heating.
GROUNDS	57,175	57,175	0	57,175	0	57,175	65,450	72,845	7,395	11.30%	Grounds maintenance contracts.
GENERAL REPAIRS	10,000	63,432	(53,432)	10,000	0	10,000	8,000	10,000	2,000	25.00%	General Repairs of facility.
MISCELLANEOUS	12,675	0	12,675	12,675	166,205	(153,530)	13,725	14,275	550	4.01%	Miscellaneous.
SINKING FUND	60,000	60,000	0	60,000	60,000	0	60,000	60,000	0	0.00%	
Security	540	0	540	0	0	0	575	5,000	4,425	769.57%	Camera licenses / subscription & replacements.
Cafeteria	3,000	0	3,000	2,500	639	1,861	2,500	2,500	0	0.00%	To provide repairs as needed.
TOTAL REPAIRS & MAINTENANCE	231,975	232,364	(389)	230,760	233,632	(2,872)	252,935	271,910	18,975	7.50%	
5440 Leases	111,505	100,350	11,155	111,505	96,283	15,222	111,505	95,906	(15,599)	-13.99%	Equipment lease agreements for technology, copy machines.
5498 Supervision District	7,755	7,755	0	5,911	5,911	0	4,784	5,559	775	16.20%	Essex Elementary Schools proportionate share of Supervision District Property Services.
TOTAL PURCHASED PROPERTY SERVICES	430,335	404,079	26,256	427,276	400,745	26,531	448,424	440,175	(8,249)	-1.84%	

Essex Elementary School
Requested Budget for School Year 2023-2024
BY OBJECT

BUDGET BY OBJECT	2020-2021 Approved Budget	2020-2021 Actual Expense	2020-2021 Surplus (Deficit)	2021-2022 Approved Budget	2021-2022 Actual Expense	2021-2022 Surplus (Deficit)	2022-2023 Approved Budget	2023-2024 Requested Budget	\$ Change over 2022- 2023	% Change over 2022- 2023	Object Description
<u>OBJECT 500 - OTHER PURCHASED SERVICES:</u>											
5511 Transportation											
Out-of-District Transportation	106,839	90,634	16,206	75,200	43,703	31,497	115,133	76,090	(39,043)	-33.91%	Transportation for student(s) in educational placement outside of EES.
TOTAL TRANSPORTATION	106,839	90,634	16,206	75,200	43,703	31,497	115,133	76,090	(39,043)	-33.91%	
5515 Field Trips & School Events	2,498	0	2,498	2,850	2,275	575	4,964	5,515	551	11.10%	Money provided for transporting students to Unity Days at JWMS, buses for kindergarten orientation and community outreach and enrichment programs, etc.
5520 Comprehensive Insurance	25,485	26,037	(552)	29,333	26,889	2,444	30,213	31,120	907	3.00%	School portion of premium payments for Property and Liability Insurance.
5530 Communications	6,828	5,321	1,507	6,828	5,625	1,203	7,508	7,508	0	0.00%	Cost of telephone services.
5540 Advertising	200	113	88	200	0	200	200	200	0	0.00%	Primarily employment advertising in local newspapers.
5561 Tuition											
Out-of-District Tuition	208,553	385,235	(176,682)	279,333	350,881	(71,548)	388,835	349,656	(39,179)	-10.08%	Tuition for student(s) in educational placement outside of EES.
TOTAL TUITION	208,553	385,235	(176,682)	279,333	350,881	(71,548)	388,835	349,656	(39,179)	-10.08%	
5580 Travel & Conference											
Staff Travel & Conferences	7,500	7,573	(73)	2,308	1,559	749	12,402	13,002	600	4.84%	Money provided for travel to out-of-district and in-district conferences and professional development seminars and workshops.
Admin. Travel & Conferences	2,000	1,243	757	2,000	930	1,070	2,000	2,000	0	0.00%	Contractual amount for travel to out-of-district and in-district conferences and professional development seminars and workshops, including mileage.
TOTAL TRAVEL & CONFERENCES	9,500	8,816	684	4,308	2,489	1,819	14,402	15,002	600	4.17%	
5598 Supervision District	268,561	268,561	0	273,370	273,370		278,382	300,196	21,814	7.84%	Essex Elementary Schools proportionate share of Supervision District Purchased Services.
TOTAL OTHER PURCHASED SERVICES	628,464	784,716	(156,252)	671,422	705,233	(33,811)	839,637	785,287	(54,350)	-6.47%	
<u>OBJECT 600 - SUPPLIES:</u>											
5610 General Supplies											
Computer Education	7,000	5,577	1,423	7,000	7,000	0	8,000	8,000	0	0.00%	To provide paper, ink, and other supplies for computer education equipment.
Health	1,400	1,081	319	1,400	1,371	29	1,600	1,600	0	0.00%	To provide for health care supplies and contractually required health items.
Office Supplies	10,000	7,840	2,160	10,000	9,662	338	10,000	11,000	1,000	10.00%	Includes expenses for paper goods, postage, permanent record cards, local purchases, and the parent handbook/calender.
TOTAL GENERAL SUPPLIES	18,400	14,497	3,903	18,400	18,033	367	19,600	20,600	1,000	5.10%	
5611 Instruction Supplies:											
Art	5,400	5,395	5	5,400	5,398	2	5,400	5,400	0	0.00%	Purch of instructional supp for the art program.
Language Arts	7,092	6,302	790	7,075	7,075	0	6,114	8,654	2,540	41.54%	Purch of instructional supp for the language arts program.
Foreign Language (FLES)	480	121	359	480	350	130	918	470	(448)	-48.80%	Purch of instructional supp for the foreign language program.
Kindergarten	1,172	1,141	31	714	601	113	1,196	1,879	683	57.11%	Purch of instructional supp for the kindergarten program.
Mathematics	4,606	4,556	50	6,349	5,197	1,152	6,232	7,989	1,757	28.19%	Purch of instructional supp for the math program.
Music	1,116	1,113	3	765	765	0	2,194	2,009	(185)	-8.43%	Purch of instructional supp for the music program.
Physical Education	500	498	2	2,208	2,203	5	2,823	3,100	277	9.81%	Purch of instructional supp for the physical ed program.
Reading	2,157	2,156	1	2,947	1,426	1,521	2,834	4,061	1,227	43.30%	Purch of instructional supp for the reading program.
Science	4,000	1,005	2,995	2,618	1,465	1,153	2,726	4,641	1,915	70.25%	Purch of instructional supp for the science program.

Essex Elementary School
Requested Budget for School Year 2023-2024
BY OBJECT

BUDGET BY OBJECT	2020-2021 Approved Budget	2020-2021 Actual Expense	2020-2021 Surplus (Deficit)	2021-2022 Approved Budget	2021-2022 Actual Expense	2021-2022 Surplus (Deficit)	2022-2023 Approved Budget	2023-2024 Requested Budget	\$ Change over 2022- 2023	% Change over 2022- 2023	Object Description
Social Studies	3,000	2,821	179	1,279	1,059	220	1,354	1,705	351	25.92%	Purch of instructional supp for the social studies program.
Testing (Incl Scoring Services)	2,955	3,238	(283)	2,114	872	1,242	3,005	2,970	(35)	-1.16%	To provide for all consumable materials necessary to conduct testing.
Enrichment Projects	3,688	3,702	(14)	4,356	1,918	2,438	3,201	3,364	163	5.09%	Purch of instructional supp for enrichment projects.
Special Education	1,731	1,396	335	1,789	1,780	9	2,233	2,363	130	5.82%	Purch of instructional supp for the special ed program.
Library	492	487	5	352	350	2	649	810	161	24.81%	To provide for materials necessary for the library.
Audio Visual	7,113	7,009	104	7,609	7,387	222	7,538	8,020	482	6.39%	To provide for materials necessary for the audio visual program.
TOTAL INSTRUCTION SUPPLIES	45,502	40,941	4,561	46,055	37,845	8,210	48,417	57,435	9,018	18.63%	
5613 Operations Maintenance Supplies	19,000	16,214	2,786	19,000	20,801	(1,801)	20,000	22,000	2,000	10.00%	General maintenance & cleaning supplies.
5624 Heating Fuel Natural Gas	34,000	35,903	(1,903)	34,000	41,417	(7,417)	35,360	44,780	9,420	26.64%	Based on an estimated usage for new natural gas system.
5626 Gasoline	50	50	0	50	0	50	50	50	0	0.00%	Gas needed to operate the schools machinery.
5629 General Instructional Supplies	19,594	19,126	468	20,131	20,148	(17)	23,230	25,500	2,270	9.77%	Includes pens, writing and copy paper, pencils, rulers, clips, staples, etc. used for instruction.
5641 Instruction Materials:											
Language Arts	1,554	1,902	(348)	1,784	1,053	731	4,940	5,086	146	2.96%	Purchase of new and replacement textbooks and supporting materials for instruction for the language arts program.
Foreign Language (FLES)	328	135	193	329	244	85	240	368	128	53.33%	Purchase of new and replacement textbooks and supporting materials for instruction for the foreign language program.
Kindergarten	957	927	30	526	254	272	1,073	6,773	5,700	531.22%	Purchase of new and replacement textbooks and supporting materials for instruction for the kindergarten program.
Mathematics	6,100	6,045	55	8,102	7,694	409	8,991	8,979	(12)	-0.13%	Purchase of new and replacement materials for instruction for the math program.
Music	3,031	2,893	138	1,750	1,721	29	1,750	1,425	(325)	-18.57%	Purchase of new and replacement materials for instruction for the music program.
Reading	11,300	11,297	3	5,500	5,499	1	11,475	16,612	5,137	44.77%	Purchase of new and replacement textbooks and supporting materials for instruction for the reading program.
Science	4,000	561	3,439	2,750	1,788	962	2,600	2,700	100	3.85%	Purchase of new and replacement textbooks and supporting materials for instruction for the science program.
Social Studies	500	0	500	385	368	18	385	403	18	4.68%	Purchase of new and replacement textbooks and supporting materials for instruction for the social studies program.
Computer Education Software	7,253	6,143	1,110	11,409	11,409	0	20,448	21,882	1,434	7.01%	TCI Social Studies Curriculum grades 5 & 6.
Study Skills Program	1,678	1,642	36	1,578	302	1,276	949	1,064	115	12.12%	Purchase of new and replacement materials for instruction for the study skills program.
Enrichment Projects	1,750	1,079	671	1,750	1,298	452	2,010	2,950	940	46.77%	Purchase of new and replacement textbooks and supporting materials for instruction for enrichment projects.
Special Education	5,300	3,259	2,041	2,764	2,764	0	2,765	2,979	214	7.74%	Purchase of new and replacement textbooks and supporting materials for instruction for the special education program.
Guidance	920	898	22	880	839	41	805	863	58	7.20%	Purchase of new and replacement materials for instruction for the guidance program.
Library	6,640	6,634	6	6,560	6,388	172	6,540	7,560	1,020	15.60%	To provide for materials necessary for the library.
TOTAL INSTRUCTION MATERIALS	51,311	43,414	7,897	46,067	41,619	4,448	64,971	79,644	14,673	22.58%	
5698 Supervision District	28,561	28,561	0	28,234	28,234	0	25,298	32,063	6,765	26.74%	Essex Elementary Schools proportionate share of Supervision District Supplies
TOTAL SUPPLIES	216,418	198,705	17,713	211,937	208,098	3,839	236,926	282,072	45,146	19.05%	

Essex Elementary School
Requested Budget for School Year 2023-2024
BY OBJECT

BUDGET BY OBJECT	2020-2021 Approved Budget	2020-2021 Actual Expense	2020-2021 Surplus (Deficit)	2021-2022 Approved Budget	2021-2022 Actual Expense	2021-2022 Surplus (Deficit)	2022-2023 Approved Budget	2023-2024 Requested Budget	\$ Change over 2022- 2023	% Change over 2022- 2023	Object Description
<u>OBJECT 700 - PROPERTY:</u>											
<u>5730 Equipment</u>											
Physical Education	0	0	0	1,311	1,158	153	0	0	0	0.00%	Physical education needs.
Science	840	840	0	840	420	420	0	0	0	0.00%	Microscopes.
Special Education	2,330	1,327	1,003	2,330	707	1,623	2,420	1,850	(570)	-23.55%	Purchase of new and replacement assistive technology equipment which supports the special education program.
Audio/Visual	0	0	0	0	0	0	0	0	0	0.00%	
Plant Operations	0	0	0	4,768	0	4,768	8,768	5,500	(3,268)	-37.27%	
TOTAL EQUIPMENT	3,170	2,167	1,003	9,249	2,285	6,964	11,188	7,350	(3,838)	-34.30%	
5798 Supervision District	0	0	0	0	0	0	0	0	0	0.00%	Essex Elementary Schools proportionate share of Supervision District Equipment.
TOTAL PROPERTY	3,170	2,167	1,003	9,249	2,285	6,964	11,188	7,350	(3,838)	-34.30%	
<u>OBJECT 800 - OTHER OBJECTS:</u>											
<u>5810 Dues & Fees</u>											
Board of Education	3,000	2,777	223	3,000	2,921	79	3,100	3,100	0	0.00%	Connecticut Association of Boards of Education dues.
School Dues & Fees	689	614	75	550	545	5	690	690	0	0.00%	Connecticut Association of Schools and Learn dues.
TOTAL DUES & FEES	3,689	3,391	298	3,550	3,466	84	3,790	3,790	0	0.00%	
5898 Supervision District	1,525	1,525	0	1,703	1,703	0	1,811	2,000	189	10.44%	Essex Elementary Schools proportionate share of Supervision District.
TOTAL OTHER OBJECTS	5,214	4,916	298	5,253	5,169	84	5,601	5,790	189	3.37%	
TOTAL EXPENDITURES	7,756,432	7,684,802	71,631	7,885,407	7,827,880	57,527	8,256,643	8,657,148	400,505	4.85%	
<u>REVENUES</u>											
55111 Excess Cost Reimb.	(48,000)	(76,179)	28,179	(24,000)	(53,492)	29,492	(112,000)	(106,000)	6,000	-5.36%	Reimbursement from State of CT for excessive special education costs.
TOTAL REVENUES	(48,000)	(76,179)	28,179	(24,000)	(53,492)	29,492	(112,000)	(106,000)	6,000	-5.36%	
TOTAL REVENUES	(48,000)	(76,179)	28,179	(24,000)	(53,492)	29,492	(112,000)	(106,000)	6,000	-5.36%	
GRAND TOTAL	7,708,432	7,608,623	99,810	7,861,407	7,774,388	87,019	8,144,643	8,551,148	406,505	4.99%	



Essex Budget Presentation

Workshop #1

January 23, 2023

Budgetary Considerations for 2023-2024

- Identifying System Needs
- Zero-Based Budgeting
- Contractual Cost Increases & Ongoing Negotiations
- COVID-19 / Pandemic Impact (Fiscal Experience, Ongoing Recovery Needs)
- Inflationary Concerns
 - Health Insurance
 - Utilities
 - Fuel

Essex Proposed 2023-2024 Budget

\$8,551,148

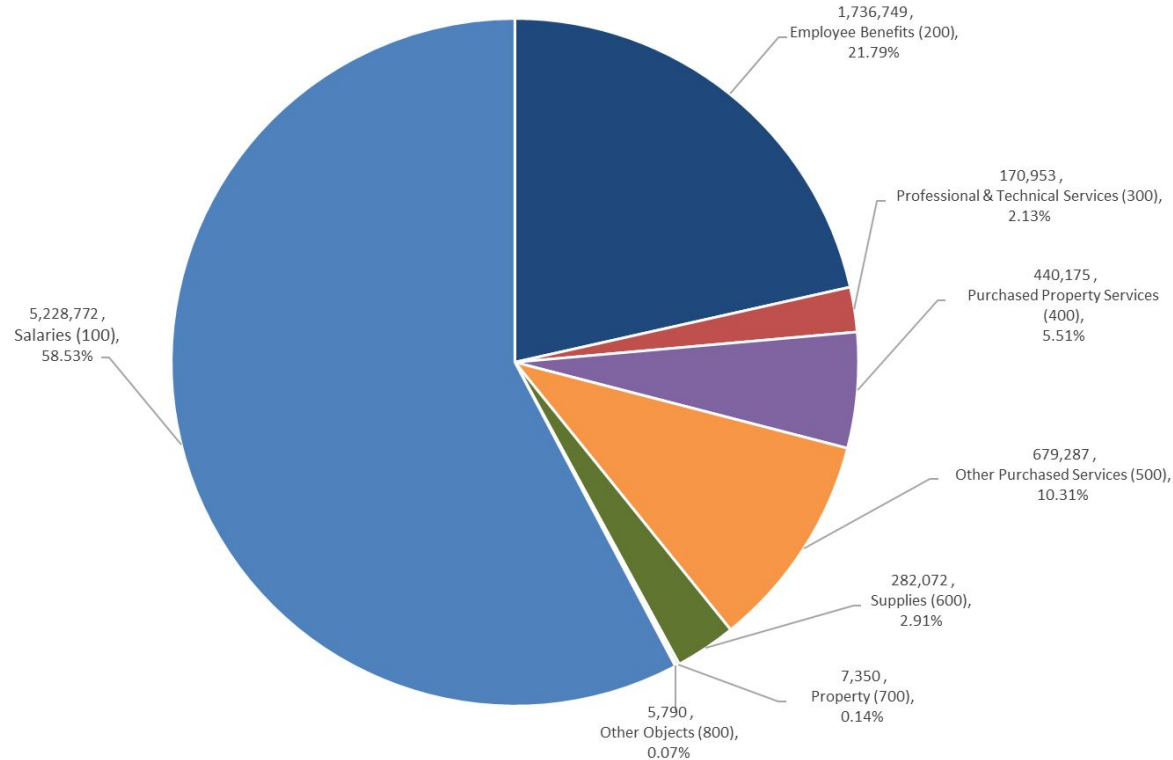
4.99%

\$406,505

Proposed Essex Elementary School Budget

2023-2024 Analysis of Requested Budget by Object

Total Budget Request: \$8,551,148



Essex Enrollment Trends and Projections K-6

	2016-2017 (Oct. 1, 2016)	2017-2018 (Oct. 1, 2017)	2018-2019 (Oct. 1, 2018)	2019-2020 (Oct. 1, 2019)	2020-2021 (Oct. 1, 2020)	2021-2022 (Oct. 1, 2021)	2022-2023 (Oct. 1, 2022)	2023-2024 (NESDEC)
K	43	35	31	37	32	32	37	41
1	40	41	38	32	38	38	35	36
2	42	37	40	39	35	35	35	34
3	60	41	41	38	41	40	41	37
4	39	61	43	45	40	40	42	41
5	55	42	64	44	47	47	37	43
6	55	56	42	63	47	45	41	40
Total K-6	334	313	299	298	280	277	268	272

Essex Class Sections and Sizes

Grade Level	2022-23 (Oct. 1, 2022)	Number of Sections	Class Size (Act. Oct.1, 2022)	2023-24 (NESDEC)	Number of Sections (Est.)	Class Size (Est.)
K	37	3	12/12/13	41	3	13/14/14
1	35	2	18/17	36	3	12/12/12
2	35	3	11/12/12	34	2	17/17
3	41	3	13/14/14	37	3	12/12/13
4	42	3	13/14/15	41	3	13/14/14
5	37	3	12/12/13	43	3	14/14/15
6	41	3	13/14/14	40	3	13/13/14

Summary of Major Budget Drivers & Cost Savings

Budget Drivers

- Ongoing Contract Negotiations
- Inflationary Considerations
- Reallocation of Substitute Budgets
- New Spending Initiatives
 - Long Term Building Substitute
 - K-12 Facilities Director
 - Central Office Staff (Human Resources & Receptionist)
 - Expansion of Pre-K Program

Cost Savings

- Decreased Special Education Out of District Services & Tuition

Total PreK-6 Essex Educational Expenditures

	2022-2023	2023-2024	% Increase (From PY Total)	\$ Increase
Essex Elementary School	\$5,760,828	\$5,889,909	0.95%	\$77,667
Long Term Building Sub	\$0	\$51,414	0.63%	\$51,414
Essex Portion of Supervision District	\$2,383,815	\$2,661,239	3.41%	\$277,424
Total Expenditures Essex PreK-6	\$8,144,643	\$8,551,148	4.99%	\$406,505

Average Daily Membership Calculation for the 2023/2024 Budget

■ Average Daily Membership based upon a three-way allocation to the elementary districts

	Chester	Deep River	Essex
School Year 2023/2024	32.31%	28.69%	39.00%
School Year 2022/2023	30.63%	30.21%	39.16%
Change	1.68%	-1.52%	-0.16%

■ Average Daily Membership based upon a four-way allocation to the districts

	Chester	Deep River	Essex	Region 4
School Year 2023/2024	15.77%	14.00%	19.04%	51.19%
School Year 2022/2023	14.23%	14.04%	18.19%	53.54%
Change	1.54%	-0.04%	0.85%	-2.35%

Ongoing Contract Negotiations

- Several contracts are currently being renegotiated
 - Para-Educators Staff
 - Elementary Non Certified (Secretaries, Nurse, Custodians, Network Technicians *)
 - Cafeteria
- Unaffiliated personnel are eligible for annual wage increases
- Using average statewide and local settlement trends in developing budget figures

Inflationary Considerations

- Seeing larger than typical increases in supply costs for teaching and instructional materials, maintenance supplies, and vendor contract renewals
- Approx. **\$49,500** in cost increases driven by higher vendor costs
 - Water
 - Heating Oil
 - All Supplies & Instructional Materials
 - Snow removal services (entering year 2 of 5 year contract)
- **(\$12,500)** savings projected in Electricity based on locked-in rates

Reallocation of Substitute Budgets

- Supervision District previously budgeted \$35,000 for Certified Teacher Substitutes to be utilized by all schools
- To ensure equitable access to these funds, we reallocated majority of these funds to each Board's operating budget in 2023-2024 on the basis of the Supervision District's certified staff allocations from at each school
- Essex Elementary School received **\$11,140** in this year's budget
 - 0.14% of the overall budget change

Essex Elementary New Staffing Requests 2023-2024

- Long-Term Daily Building Substitute Teacher

1.0 FTE

Budget Request = **\$51,414**

Facilities Director Request (Supervision District)

- Primary Responsibilities:
 - Oversees Facility & Maintenance operations and needs of entire District
 - Coordinates with building based facilities staff, Principals, and Central Office
 - Assist Building Administrators in the oversight of custodial staff at each building, including head custodians
 - Liaison with town maintenance departments and various facility committees
 - Directly responsible for overseeing compliance with Federal, State, & local reporting requirements (Air Quality, radon, All-Hazards, water, asbestos, etc.)
 - Vendor & Supplier coordination, including facility RFP needs for all schools, consolidating service & maintenance contracts, and creating purchasing efficiencies
 - Support / coordinate District security initiatives (security audit, facility hardening, building management systems)

Facilities Director Request (Supervision District)

- November 2022 CASBO Query of Districts with Facilities Director showed:
 - Of 18 Respondents, Average Director Salary was \$117,145
 - 11 Respondents w/ similar sized Districts (4-6 buildings, 300,000-500,000 sqft)
 - Average Director Salary was \$125,315
- Based on the survey results and required skill set to excel in this role, suggest offering a starting salary of **\$135,000 + Employee Benefits & Costs**
 - Previous Region 4 position received salary of \$129,000
 - Potential offsets over time would be realized through: coordinating purchasing processes to reduce maintenance repairs and supplies costs; reducing need for outside service providers to oversee large District projects (“Clerk of the Works”); reducing exposure to the District for compliance issues; and ability to act on operational needs more timely

Central Office Staffing Request (Supervision District)

- Primary Responsibilities:
 - Additional 40 hour per week clerical support in the Central Office
 - Support the functioning of the Human Resources office
 - Support compliance with CT State & Federal statutes and District policies
 - Support certification, evaluation, and training requirements for all District employees
 - Support hiring and onboarding processes for all new employees
 - Support maintenance of Human Resources files (active & archival)
 - Central Office receptionist
 - Estimated starting salary = **\$53,487 + Employee Benefits & Costs**

Pre-School Expansion Information (Supervision District)

- Full Day Pre-K Program presented to [Joint Boards of Education October 2022](#)
- FY 2023-2024 would be Year 1 of a proposed 3-Year Rollout
- Current Pre-K class (am and pm) becomes two full day classrooms
 - No significant change in number of students served from FY 2022-2023 to 2023-2024
 - Tuition would not change
- Requires addition of +1 Certified Teacher, +1 Paraeducator, Supplies, & Transportation

Salary & Benefits	=	\$129,714
Supplies & Instructional Materials	=	\$1,900 (will utilize existing furniture)
Transportation	=	<u>\$10,944</u>
		\$142,558

Special Education Out of District Services & Tuition

- Estimating a potential net savings of (\$72,222) in OOD Tuition and OOD Transportation due to reduced number of anticipated outplaced students

Essex Elementary School - Capital Requests

Updated 1/23/2023

<i>Amount Requested:</i>	<i>Object</i>	<i>School Year 2023-2024</i>
Replace Furniture Quote #1 = \$3,876 Quote #2 = \$6,767	5730	5,000.00
Keri Badge System Quote #1 = \$15,000 Quote #2 = \$15,000	5730	15,000.00
Replace Security System Quote #1 = \$15,000	5730	15,000.00
Two Back Pack Vacuums Quote #1 = \$4,522 Quote #2 = \$3,326 Quote #3 = \$4,095	5730	5,500.00
Total		40,500.00

Essex Budget Timeline and Next Steps

- **January 23, 2023 (Today)** - Essex Budget Workshop #1
- **February 7, 2023** - Supervision District Public Budget Meeting
- **February 9, 2023** - Essex Budget Workshop #2
- **March 6, 2023** - Essex Budget Workshop #3
- **March 9, 2023** - Essex BOE Meeting - Vote to Approve 2023-2024 Essex Budget for Presentation to Town
- **March 22, 2023** - Present Essex BOE 2023-2024 Budget to Essex BOF/BOS
- **April 20, 2023** - Present Essex BOE 2023-2024 Budget at Public Hearing at Town Hall
- **May 8, 2023** - Essex Town Budget Vote
- **May 11, 2023** - Essex BOE Meeting

ESSEX ELEMENTARY STAFFING ANALYSIS

<u>Position</u>	<u>Description</u>	<u>20-21 Approved</u>	<u>21-22 Approved</u>	<u>22-23 Approved</u>	<u>23-24 Requested</u>	<u>Adjustments</u>
5111	Administration	1.0	1.0	1.0	1.0	0.0
5113	Teachers K-6 Classroom					
	Kindergarten	3.0	2.0	2.0	2.0	0.0
	1st Grade	3.0	3.0	3.0	3.0	0.0
	2nd Grade	2.0	3.0	3.0	3.0	0.0
	3rd Grade	3.0	3.0	3.0	3.0	0.0
	4th Grade	3.0	3.0	3.0	3.0	0.0
	5th Grade	3.0	3.0	3.0	3.0	0.0
	6th Grade	2.0	3.0	3.0	3.0	0.0
	Teachers Special Area					
	Library Media Specialist	0.0	0.0	0.0	0.0	0.0
	Physical Education	0.0	0.0	0.0	0.0	0.0
	TLC Coordinator	0.5	0.5	0.5	0.5	0.0
	Reading Consultant	2.0	2.0	2.0	2.0	0.0
	Math Coach	1.0	1.0	1.0	1.0	0.0
	School Counselors	1.0	1.0	1.0	1.0	0.0
	Specials (.1 Art, .1 PE, .2 Music/Instrumental)	0.4	0.4	0.4	0.4	0.0
	Total Teachers	23.9	24.9	24.9	24.9	0.0
5114	Secretaries	2.8	2.8	2.8	2.8	0.0
5115	Custodians	3.6	3.6	4.1	4.1	0.0
5116	Nurse	1.0	1.0	1.0	1.0	0.0
5119	Para-educators					
	Special Education	14.8	14.8	16.8	16.8	0.0
	TLC	0.0	0.0	0.0	0.0	0.0
	Kindergarten	1.5	1.5	1.5	1.5	0.0
	Health	0.3	0.3	0.3	0.3	0.0
	Total Para-educators	16.5	16.5	18.5	18.5	0.0
5123	Long Term Building Sub (New Request)	0.0	0.0	0.0	1.0	1.0
	TOTALS	48.8	49.8	52.3	53.3	1.0
SUPERVISION FUNDED						
5113	Teachers					
	Art	0.9	0.9	0.9	0.9	0.0
	Music	1.8	1.8	1.8	1.8	0.0
	FLES	0.8	0.8	0.8	0.8	0.0
	Physical Education	0.9	0.9	0.9	0.9	0.0
	Special Education	4.0	4.0	4.4	4.4	0.0
	Speech/Language	1.5	1.5	1.5	1.5	0.0
	Psychological Services	As needed	As needed	As needed	As needed	
	Occupational & Physical Therapy	As needed	As needed	As needed	As needed	
	Dyslexia Specialist	As needed	As needed	As needed	As needed	
	Behavior Analyst (BCBA)	As needed	As needed	As needed	As needed	
	Total Teachers	9.9	9.9	10.3	10.3	0.0
5120	Network Technicians	1.0	1.0	1.0	1.0	0.0
5119	Para-educators					
	Special Education	0.00	0.00	0.80	0.80	0.0
	TOTAL SUPERVISION FUNDED	10.90	10.90	12.10	12.10	0.0