



FY 2019 SCHOOL BOARD BUDGET WORK SESSIONS

Budget Work Session #3

March 13, 2018

AGENDA

Budget Forecast	7:00 p.m.
Department Reviews*	
School and Community Relations	7:10 p.m.
Facilities and Operations	7:20 p.m.
Human Resources	7:50 p.m.
Finance and Management Services	8:20 p.m.
Administrative Services	8:50 p.m.

*Each department will provide a department overview, review of new funding, and explanation of reductions and changes in service delivery pertaining to the department.

Budget Forecast

BUDGET FORECAST SUMMARY

FINANCIAL

	FY 2019 SUPERINTENDENT'S PROPOSED		FY 2020 PROJECTED	FY 2021 PROJECTED	FY 2022 PROJECTED
	FUNDS	FTE	FUNDS	FUNDS	FUNDS
REVENUE					
Prior Year Budget - All Funds	\$613,554,404		\$636,624,731	\$639,235,298	\$646,163,972
Increase in County Revenue	\$13,426,181		\$10,993,168	\$12,062,568	\$13,081,593
County One-Time Revenue	(\$4,583,507)		\$0	\$0	\$0
Increase/(Decrease) in Local Revenue	\$2,263,460		\$750,000	\$1,000,000	\$750,000
Increase/(Decrease) in State Funds - All funds	\$3,852,030		\$1,266,017	\$844,359	\$1,051,716
Increase/(Decrease) in Federal Revenue	\$150,677		\$200,000	\$200,000	\$200,000
TOTAL REVENUE	\$628,663,245		\$649,833,916	\$653,342,225	\$661,247,282
VRS Reserve Used in Prior Year Budget	(\$2,125,000)		\$0	(\$1,000,000)	(\$1,000,000)
Debt Service Reserve Used in Prior Year Budget	(\$1,300,000)		(\$4,421,379)	(\$773,687)	(\$114,934)
Future Budget Years Reserve Used in Prior Year Budget	(\$4,842,655)		(\$11,407,762)	(\$4,706,836)	(\$2,887,336)
Compensation Reserve Used in Prior Year Budget	(\$5,550,000)		(\$5,950,000)	(\$4,700,000)	\$0
Future Budget Years Reserve Used in Current Year Budget	\$11,407,762		\$4,706,836	\$2,887,336	\$2,887,336
Compensation Reserve Used in Current Year Budget (see Note 1)	\$5,950,000		\$4,700,000	\$0	\$0
VRS Reserve Used in Current Year Budget (see Note 1)	\$0		\$1,000,000	\$1,000,000	\$512,239
Debt Service Reserve Used in Current Year Budget (see Note 1)	\$4,421,379		\$773,687	\$114,934	\$0
TOTAL FUNDS AVAILABLE	\$636,624,731		\$639,235,298	\$646,163,972	\$660,644,587
EXPENDITURES					
Prior Year Budget - All Funds	\$613,554,404	4,674.45	\$636,624,731	\$672,132,279	\$692,028,111
BASELINE ADJUSTMENTS					
Salaries and Benefits Baseline Adjustments & Efficiencies	(\$5,378,711)		\$0	\$2,000,000	\$0
Baseline Savings					
Eliminate one-time costs in prior year	(\$4,852,655)	0.00	(\$3,153,609)	(\$2,809,086)	(\$2,809,086)
Other baseline savings	(\$485,027)	(2.50)	\$0	\$0	\$0
Contractual Obligations					
Debt Service	\$8,842,759		\$1,547,375	\$2,700,576	\$855,133
Other contractual obligations	\$1,878,699		\$1,935,379	\$649,566	\$661,132
Additional Funds for Baseline Services					
Baseline services in other funds (CSA, F&NS, Grants, Ext. Day)	\$1,545,429	6.99	\$650,000	\$900,000	\$650,000
Other baseline services	\$5,295,616	3.50	\$2,205,163	\$1,930,331	\$1,930,502
Additional Costs for New Capacity					
Additional operating costs	\$483,200	4.00	\$5,428,000	\$244,005	\$0
Start-up costs	\$2,165,000		\$2,270,000	(\$4,435,000)	\$0
NET BASELINE ADJUSTMENTS	\$9,494,310	11.99	\$10,882,308	\$1,180,392	\$1,287,681

Budget Forecast

BUDGET FORECAST SUMMARY (CONT.)

	FY 2019 SUPERINTENDENT'S PROPOSED		FY 2020 PROJECTED	FY 2021 PROJECTED	FY 2022 PROJECTED
	FUNDS	FTE	FUNDS	FUNDS	FUNDS
NEW INVESTMENTS					
Enrollment Growth					
Changes in enrollment	\$4,889,680	37.00	\$6,109,100	\$5,076,800	\$6,690,200
Other enrollment-related needs	\$935,000		\$1,000,000	\$1,000,000	\$1,000,000
Compensation					
Step increase	\$9,700,000		\$10,700,000	\$11,700,000	\$12,700,000
Additional compensation - below market positions	\$2,200,000		\$2,200,000	\$0	\$0
Investments Supporting Growth	\$989,150	5.00	(\$292,750)	\$0	\$0
Growth Initiatives					
Arlington Tech	\$1,940,000	20.57	\$1,940,400	\$631,350	\$849,600
Student and Instructional Support	\$2,171,000	14.00	\$1,500,000	\$0	
Safety and Security Needs	\$271,250		(\$15,000)	\$0	
Infrastructure and Support Needs	\$496,092	9.00	\$307,290	\$307,290	\$0
TOTAL NEW INVESTMENTS	\$23,592,172	85.57	\$23,449,040	\$18,715,440	\$21,239,800
REDUCTIONS	(\$10,016,155)	(86.90)	\$1,176,200	\$0	\$0
TOTAL EXPENDITURES	\$636,624,731	4,685.11	\$672,132,279	\$692,028,111	\$714,555,592
Surplus/(Shortfall)	\$0		(\$32,896,981)	(\$45,864,138)	(\$53,911,005)

Note 1: Compensation Reserve, VRS Reserve, and Debt Service Reserve used in FY 2020 through FY 2022 assumes full depletion of current reserve balances if no additional funding is provided.

Budget Forecast

The budget forecasts for FY 2020 through FY 2022 are based on the proposed budget for FY 2019. Given the revenue and expenditure assumptions below, the potential deficits or surpluses are as shown on the previous pages. However, should any of the variables change, the surpluses or shortfalls will change as well and could be higher or lower. These forecasts are intended to show how the budget will change in order to maintain the current instructional, support, and extracurricular programs and services as well as to provide services to the 2,681 additional students projected to enroll in APS in FY 2019 through FY 2022. The forecast also assumes that all new investments, continuing growth initiatives, and reductions as outlined in the “Building the Budget” section are approved. These forecasts are not intended to show the effects of any new programmatic decisions that might be made in any of those years.

The revenue and expenditure assumptions used to build the three-year forecast are listed below.

Revenue Assumptions

- ⦿ **County Transfer**—The County publishes two separate revenue forecasts: a low growth scenario and a moderate growth scenario. This forecast assumes the moderate growth scenario which projects 2.20% growth in total County local tax revenue in FY 2020, 2.37% growth in FY 2021, and 2.51% growth in FY 2022. The County Transfer amount is based on 46.6%, the share received in FY 2018, of County local tax revenue. Any tax increases in future years for either the County or the Schools would change the Schools’ share and would change the projected revenue in the out years.
- ⦿ **State Revenue**—Assumes growth in State funding in FY 2020 based on the Governor’s proposed 2019-2020 biennial budget as presented on December 18, 2017. Also assumes some growth in State funding in FY 2021 and FY 2022 strictly for increased enrollment. Any changes to the Governor’s proposed 2019-2020 biennial budget would change the projected revenue in the out years.
- ⦿ **Local Revenue**—Assumes a slight increase in Local revenue each year based on historical trends and projected increases in expenditures for self-funded programs such as Extended Day and Food and Nutrition Services.
- ⦿ **Federal Revenue**—Assumes a slight increase in Federal revenue each year based on historical trends, primarily in the Food and Nutrition Services Fund.
- ⦿ **Carry Forward**—Assumes Carry Forward will remain at the same level as FY 2018.
- ⦿ **Reserves**—The School Board has created a number of reserves over the past seven years as a way to help offset the increasing costs of capital, VRS, debt service, compensation, health insurance, and other unfunded liabilities in the out years. In addition, the School Board has allocated funds from closeout of the past five fiscal years to create a Future Budget Years reserve to help defray one-time costs in upcoming fiscal year budgets. Reserves are used in the forecast to partially offset any projected increases in debt service in the FY 2019 budget and in the out years until depleted. Reserves are also used to offset one-time costs in the FY 2019 budget and the Minor Construction/ Major Maintenance accounts. Any known one-time costs in the out years related to Enrollment, Additional Capacity, and New Investments are also included. Compensation reserves are used in the FY 2019 budget to offset 50 percent of the step increase cost and market rate adjustment. A step increase is assumed in the out years so compensation reserves are used to offset 50 percent of the cost until the funds are depleted. Because the reserves are one-time revenue sources each year, the subsequent year is decreased by the amount of reserves used in the prior year.

Budget Forecast

Expenditure Assumptions

- ⦿ Salaries and Benefits Baseline Adjustments and Efficiencies includes:

 - ✦ Estimated changes in the salary and benefits base from the prior year adopted budget to current and on board
 - ✦ Projected changes in fringe benefit rates
 - Using the rates in the Governor’s proposed 2019-2020 biennial budget, the VRS retirement rate for professional staff will decrease 0.64 percentage points in FY 2019. For FY 2021 and FY 2022, it is estimated that the rate will increase one percentage point in FY 2020 and remain at that level for FY 2021. The VRS retirement rate for non-professional staff, the group life insurance rate, and the retiree health care credit rate are projected to remain the same as in FY 2019 in the out years
 - Health insurance premiums are projected to increase \$1.5 million per year based on historical trends and premium increases of 3% in FY 2020 and beyond
- ⦿ *Baseline Savings* includes costs removed from the budget because they were one-time costs in the prior year, or because the cost of an item or service has decreased.
- ⦿ *Contractual Obligations* includes those items for which we are legally bound to pay such as Debt Service and Building Lease Costs, and those items which must be paid in order for schools to run such as Utilities.
- ⦿ *Additional Funds for Baseline Services* includes increases necessary in order to maintain the same level of service as is currently in place such as increased expenditures for the Food and Nutrition Services fund, the Extended Day program, as well as increased network and infrastructure costs and increased maintenance and repair costs.
- ⦿ *Additional Costs for New Capacity* include additional operating costs required for either new or enlarged schools such as staffing and utilities as well as any start-up costs needed such as furniture, equipment, technology, library materials, buses, etc.
- ⦿ *Enrollment Growth* includes:

 - ✦ Changes in enrollment which includes additional positions and additional materials and supplies resulting from applying the FY 2018 Adopted planning factors to the projected increase in enrollment
 - ✦ Other enrollment-related needs include funds to either purchase additional relocatables or to move currently owned relocatables to a new location along with technology and furniture for the relocatables, if needed, to address capacity.
- ⦿ *Compensation* in FY 2019 consists of a step increase for eligible employees plus \$2.2 million to bring positions identified in the compensation study up to market in the second year of a three-year phase-in. The baseline forecast includes a step increase in FY 2020 and beyond as well as the funding for the third year of the three-year phase-in of bringing positions up to market.
- ⦿ *Arlington Tech* includes the costs expansion of the program in FY 2019 and the continuing expansion of the program in fiscal years 2020 through 2022. Staffing costs were increased based on projected enrollment in this program being higher than previously stated and additional courses being offered at the program. Any one-time costs are funded with one-time funds and eliminated in the following year.

Budget Forecast

- *Student and Instructional Support* includes costs for new initiatives to provide specific, targeted assistance to students and staff in support of the School Board's priority around the whole child. Any known out-years costs are included in fiscal year 2020 and any one-time costs are funded with one-time funds and eliminated in the following year.
- *Safety and Security Needs* includes initiatives to increase the safety of students and staff and the security of school buildings. Any known out-years costs are included in fiscal year 2020 and any one-time costs are funded with one-time funds and eliminated in the following year.
- *Infrastructure and Support Needs* includes funding for additional contracted bus drivers and bus attendants as well as technicians in Information Services. Any known out-years costs are included in fiscal years 2020 through 2021 and any one-time costs are funded with one-time funds and eliminated in the following year.
- *Investments Supporting Growth* includes funding for additional central office assistance to support students and staff in preparation for becoming a 30,000 student school division in 2021. Any one-time costs are funded with one-time funds and eliminated in the following year.
- *Use of One-time Funds* includes those items that will be funded with one-time funds from the Future Budget Years reserve that have not been included elsewhere in the forecast such as replacement buses and technology. One-time funds will also be used to offset the technology and furniture start-up costs for Wilson, Fleet, and Stratford, the relocatables and necessary furnishings for the relocatables as well as and any one-time costs included in New Investments Supporting Growth and Continuing Growth Initiatives.
- *Reductions* were taken in order to develop a revenue neutral budget. These reductions include changes to certain planning factors, reductions in central office staff and budgets, eliminating benefits above law requirements, postponing the addition of psychologists, social workers, and academic support for level 5 English language learners, and using one-time funds for the Minor Construction/Major Maintenance accounts. Additionally, local revenue was increased to reflect the funds to be received from the Apple Device Buyback program.


Long-Range Sustainability

In the FY 2019 Superintendent's Proposed Budget, a total of \$21.8 million is used from a number of reserves in order to balance the budget. Reserves are one-time revenue sources and must be eliminated in subsequent years, which increases the shortfall for APS in future years. While this practice works for expenditures that are funded one-time, such as purchasing a vehicle or a software package, this is not sustainable over time for ongoing expenditures. As indicated in the budget forecast, the compensation reserve and debt service reserve will be fully depleted if no additional funding is provided. APS will work to reduce its dependence on reserves to balance the budget in the future.

Long-Term Savings

As the forecast indicates, there is an increasing shortfall in FY 2020 through FY 2022. In order to balance the budget in future years, the following will be reviewed to determine if long-term savings can be realized:

- Energy savings
- Transportation
- Planning factors study
- Personalized learning devices study
- Review of option programs
- Collaboration with the County

MARCH 13, 2018 

DEPARTMENT BUDGET REVIEW School & Community Relations

FISCAL YEAR
2019



7 of 79

Agenda

- School & Community Relations Department Overview
- Review of:
 - New Funding
 - Reductions and Changes in Service Delivery

8 of 79



Department Overview

9 of 79



SCR Department Overview

- SCR Communications Budget:
 - \$2,437,972 = 0.38% of APS operating budget
- Nonprofit Sector recommends 5%+ of central operating budget for Communications/Marketing
 - 1% = \$6.38 million
 - 5% = \$31.9 million
- SCR Staffing
 - Same # of FTEs since 2000

10 of 79

Department Overview

Communications: Print, Digital, & Broadcast Media

- Media Relations and Publicity
- Community Engagement
- Printed Materials and Publications
- E-communications – Web and APS School Talk
- Social Media
- AETV Productions
- Employee Communications
- Emergency Communications

APS Liaisons

- PR Liaisons
- Web Liaisons
- Volunteer/Partner Liaisons

Volunteers & Partners Program

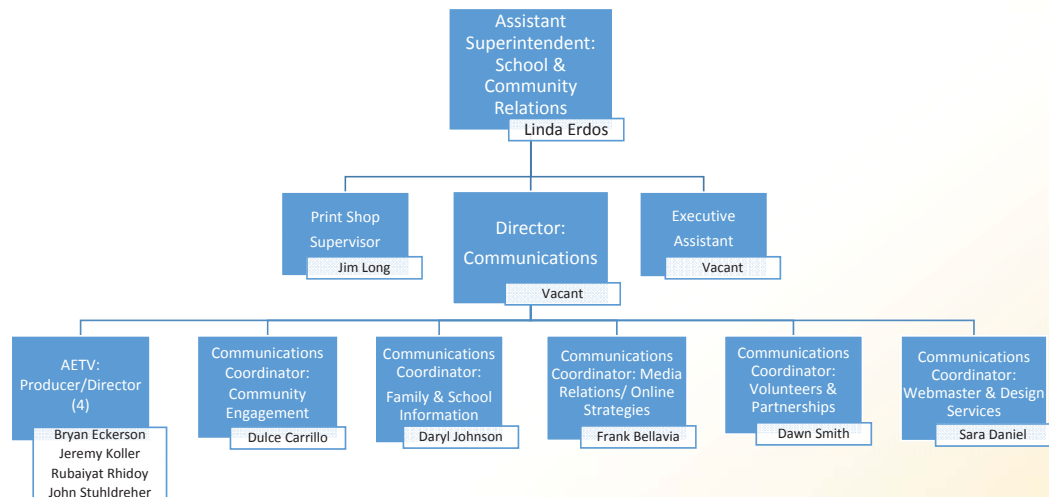
APS Awards, Recognitions & Special Events

Policy & Administration

- FOIA
- Peachjar
- Special Requests

APS Print Shop

Department Overview





New Investments

13 of 79

FY 2019 New Funds – SCR

- TV Closed Captioning Service \$20,000
 - Required by law for accessibility
 - Will provide CC for all livestream broadcasts

- APS Tagline (Slogan) Development \$10,000
 - One-time funding
 - Communicate Key Theme of
New APS Strategic Plan
 - Integrate w/Existing APS Logo

14 of 79



FY 2019 Reductions – SCR

- Eliminate *The Citizen* newsletter \$37,100
 - This reduction matches the proposed reduction for Arlington County
- Eliminate the APS Mobile App \$9,360
- Eliminate printing funds for 1st Day Packet & Guidebooks \$27,270
- Reduce AETV hourly & equipment funds \$10,000
- Eliminate Print Shop hourly funds \$15,445

DEPARTMENT BUDGET REVIEW

Facilities and Operations

FISCAL YEAR
2019



17 of 79

Agenda

- Department Overview
- Review of:
 - Continued Implementation of prior year's Growth Initiatives
 - New funding
 - Reductions and Changes in Service Delivery
- Wrap Up



Department Overview



3

19 of 79

Facilities and Operations

Mission: To create safe, clean, and engaging learning environments inside, outside, and beyond the school, where teaching, learning, design, sustainability, and environmental stewardship are integrated in support of teaching, learning and student achievement.

Vision: Build, design and operate sustainable facilities and provide services that meet the needs of whole child and promote high performance learning and working environments.

4

20 of 79



Facilities and Operations

Key Areas of Focus

- **Plant Operations Services** to provide clean, healthy spaces for teaching & learning.
- **Maintenance Services** to ensure uninterrupted instructional time & optimal learning environments.
- **Energy and Stormwater Management** to provide comfortable, sustainable, energy-efficient learning facilities.
- **Transportation Services** to provide safe, efficient and on-time delivery of students.

5

21 of 79



Facilities and Operations

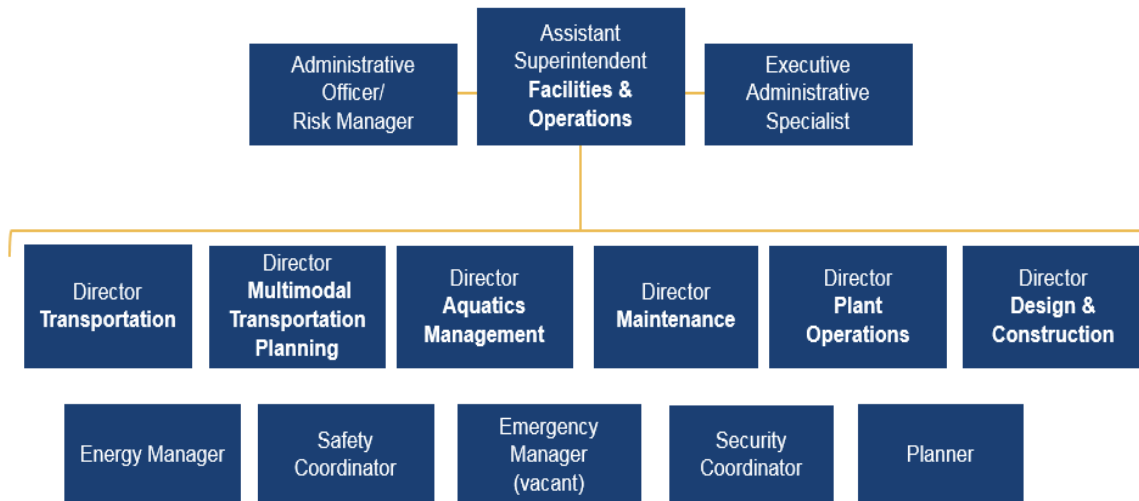
Key Areas of Focus

- **Design & Construction Services** to accommodate enrollment growth.
- **Property & Real Estate Management** to support capital planning.
- **Risk, Emergency, & Safety Management** to ensure safe learning environments.
- **Multimodal Transportation Planning** to improve the efficiency and safety of school transportation systems strategically and holistically.
- **Aquatics Management** to support staff, student, & community safety and wellness.

6

22 of 79

Facilities and Operations Staffing Structure



23 of 79



Facilities and Operations

Staffing Budget

POSITION SUMMARY

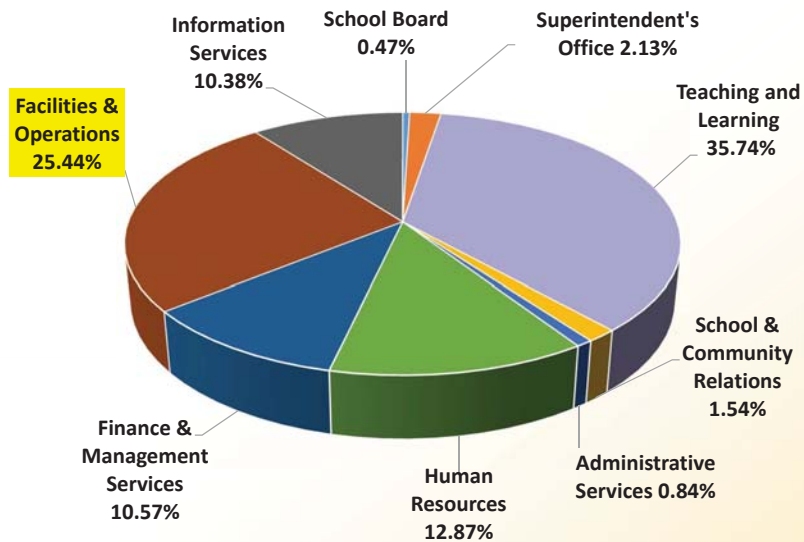
STAFFING	FY 2018	FY 2019
	ADOPTED	PROPOSED
Assistant Superintendent	1.00	1.00
Director	3.00	2.00
Assistant Director (Transportation)	1.00	1.00
Coordinator	6.00	6.00
Supervisor/Manager	6.00	6.00
Specialist	3.00	4.00
Professional Staff	2.00	0.00
Custodian-Regular	17.00	18.00
Maintenance-Regular	61.00	61.00
Security Monitor	1.00	1.00
Staff-General Maintenance	2.00	2.00
Bus Attendant	73.00	75.00
Driver-Lead	6.00	6.00
Driver-Regular	148.50	153.50
Driver-Swing	5.00	5.00
Training Program	2.00	2.00
Dispatcher	2.00	2.00
Clerical	7.75	7.75
TOTAL	347.25	353.25

* The position summary above does not include staff for Aquatics/Swimming Pools consisting of 1.0 Coordinator, 6.0 Instructors and 1.0 Clerical

9

Facilities & Operations

Percentage of Overall Central Office Budget



10

Facilities & Operations

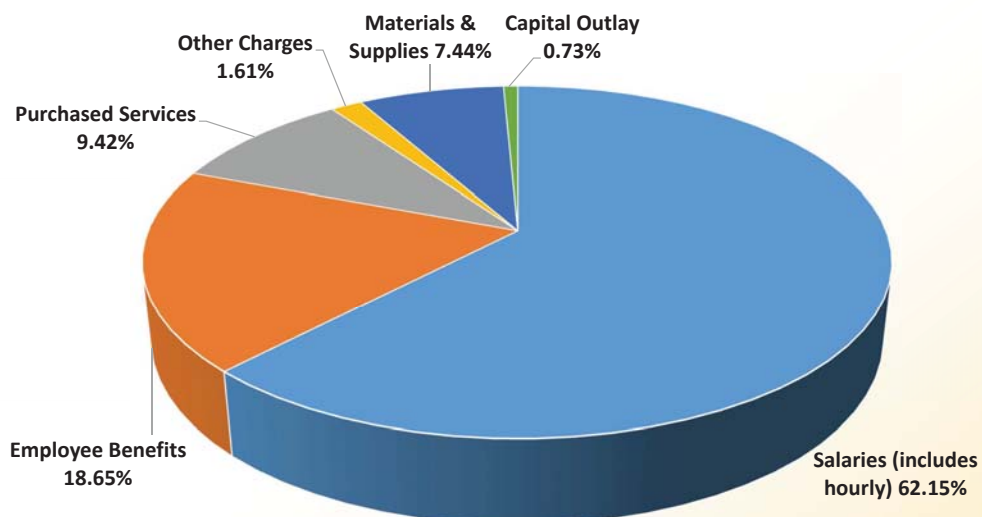
Department Budget by Program

DEPARTMENT FINANCIAL SUMMARY

	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019
PROGRAM	ACTUAL	POSITIONS	ADOPTED	POSITIONS	PROPOSED
Facilities and Operations	\$1,020,073	10.75	\$1,616,191	8.75	\$1,272,861
Risk Management	\$3,729,970	0.00	\$4,053,196	0.00	\$5,368,645
Plant Operations	\$2,173,719	14.00	\$2,761,306	14.00	\$2,902,124
Other Plant Operations	\$961,080	6.00	\$1,172,280	7.00	\$1,128,045
Maintenance	\$9,604,493	69.00	\$10,809,086	69.00	\$11,186,919
Transportation	\$15,156,106	247.50	\$18,619,866	254.50	\$18,365,818
TOTAL	\$32,645,441	347.25	\$39,031,925	353.25	\$40,224,412

Facilities & Operations

Expenditures by Category



Facilities & Operations

One-Time Funded in Enrollment Adjustments

Budget Item	<i>in millions</i>	FTE
Relocatables- Capital Projects	\$0.75	0.00

One-Time Funded in Continuing Growth Initiatives

Budget Item	<i>in millions</i>	FTE
Safety and Security Needs-Radio antennae in MS-Year 3 of 4 year plan	\$0.27	0.00

13

29 of 79

Facilities & Operations

One-time Funds-Investments to Support Growth

Budget Item	<i>in millions</i>	FTE
New Trash & Recycling Receptacles	\$0.23	0.00

Rationale/Instructional Impact

Meet new County requirement for co-location of trash & recycling containers side by side inside and outside buildings.

Increase the amount of materials recycled in our buildings to decrease trash costs and reduce our carbon footprint.

Provides clean, safe, sustainable learning environment for students, staff, and citizens.

14

30 of 79



Facilities & Operations

Proposed Reductions & Changes in Service Delivery

Budget Item	<i>in millions</i>	FTE
FY 2019 Revenue		

Increased Aquatics Fees	(\$0.06)	(0.00)
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Rationale/Instructional Impact

Aquatics fees have not been adjusted in past two years.

Cost of living increases, cost recovery percentage falling & fees pools in neighboring communities justified this moderate increase in fees.

The proposed increase represents a 5% increase in fees over FY 2017.

Budget Item	<i>in millions</i>	FTE
FY 2019 Use of One-Time Funds		

Minor Capital/Major Maintenance (MC/MM)	(\$5.40)	(0.00)
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Rationale/Instructional Impact

Funding MC/MM partially with reserves will help in the current deficit year, but will cause a shortfall in the operating budget in the following year if MC/MM is put back in the budget as an ongoing item.

15

31 of 79



Facilities & Operations

Continued Implementation of Growth Initiatives

Budget Item	<i>in millions</i>	FTE
Contracted Bus Driver Positions	\$0.24	5.00
Contracted Bus Attendant Positions	\$0.07	2.00
DAS & BDA Security Radio Upgrades	\$0.17	0.00
Safety & Security Camera Upgrades	\$0.11	0.00

16

32 of 79

Facilities & Operations

Proposed Reductions & Changes in Service Delivery

Budget Item	<i>in millions</i>	FTE
FY 2019 Other Efficiencies		

Increase Useful Life of Buses from 12 to 15 years	(\$0.34)	(0.00)
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Rationale/Instructional Impact

VDOE does not regulate age of buses.

Minimal increases in maintenance & repair costs are expected to have a minimal impact on the potential savings realized by extending the useful life of buses an additional 3 years.

Budget Item	<i>in millions</i>	FTE
FY 2019 Other Efficiencies		

Institute Appliance Green Policy	(\$0.07)	(0.00)
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Rationale/Instructional Impact

Reducing personal appliances not used for instruction reduces the districts overall energy consumption.

Increases use of centrally located energy star efficiency rated appliances in schools.

Has no impact on instruction.


MARCH 13, 2018

DEPARTMENT BUDGET REVIEW

Facilities and Operations

FISCAL YEAR
2019

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MARCH 13, 2018 

DEPARTMENT BUDGET REVIEW

Human Resources

FISCAL YEAR
2019



35 of 79

Human Resources Department

36 of 79

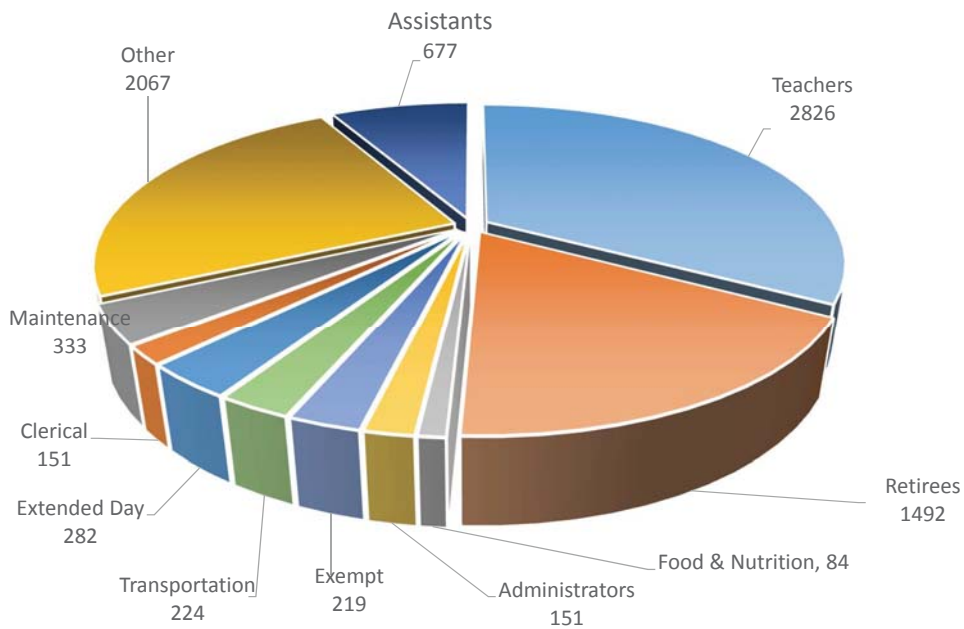


...Inspire Generations

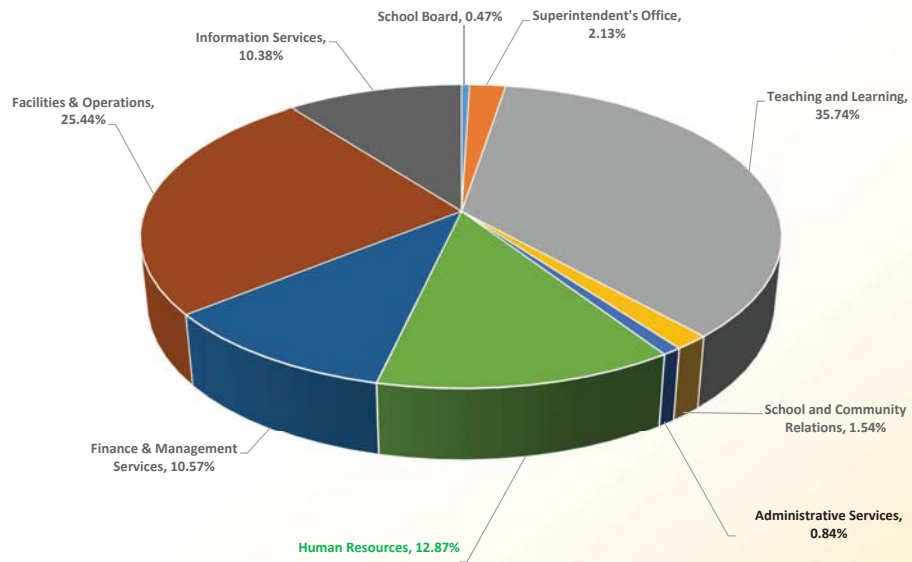
The Department of Human Resources is committed to recruiting, investing in and sustaining a high quality and diverse workforce through positive and responsive customer service, assistance, support, and professional growth opportunities for all Arlington Public Schools current and future staff.



APS Total Human Capital

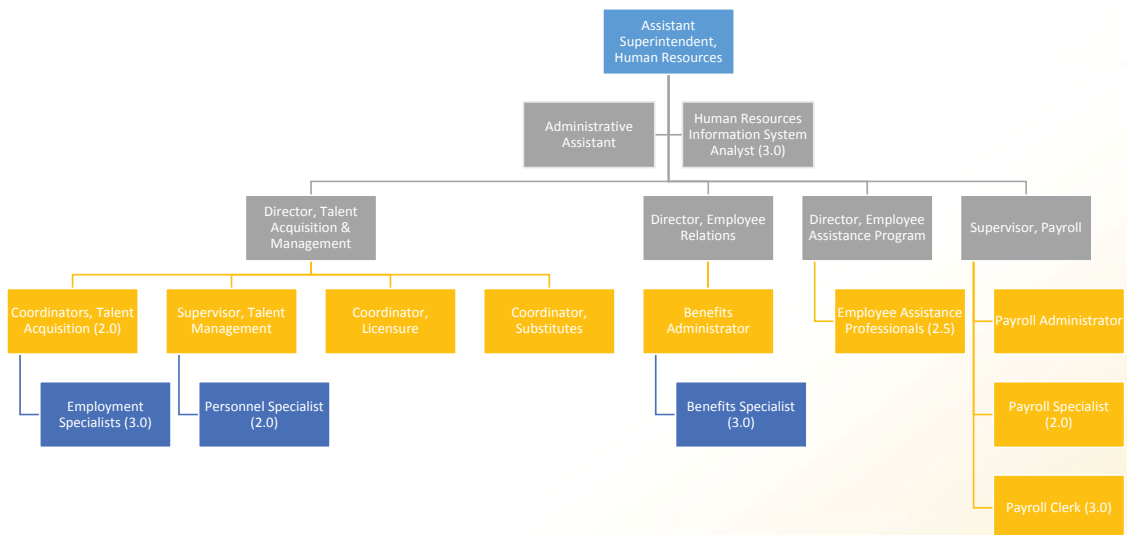


Budget Overview: Percentage of Overall Central Office Budget



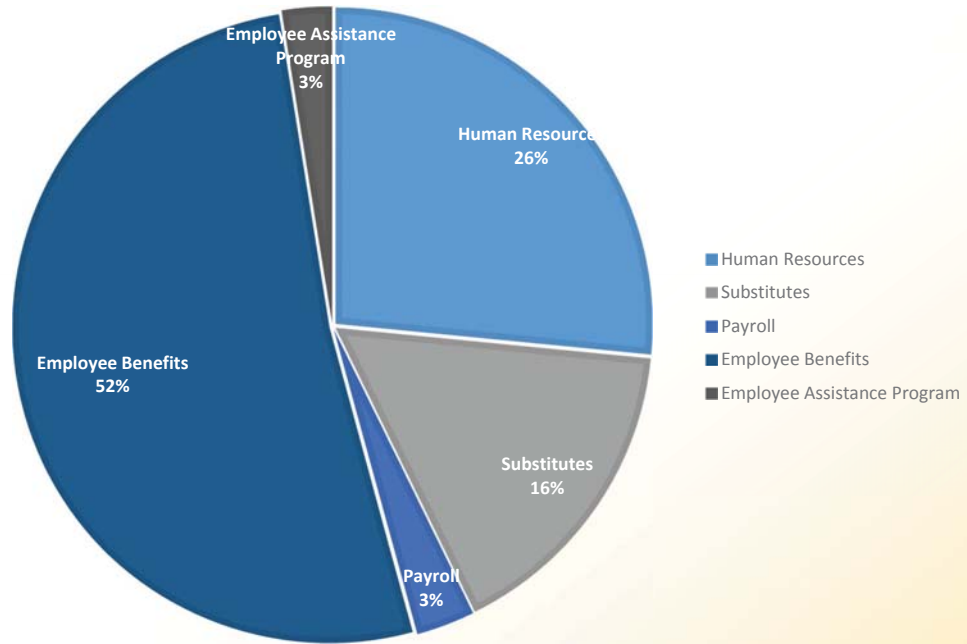
39 of 79

Human Resources Organizational Chart





HUMAN RESOURCES DEPARTMENT FINANCIALS



7

41 of 79



New Funding



42 of 79



Budget Item	FTE	<i>in millions</i>	Rationale
Employee Relations Supervisor	1.0	\$0.15	Expand quality support to the growing APS employee population and increase employee engagement to continue to retain high quality staff.
Employment Specialist	1.0	\$0.07	Meet the growing teacher population demands.
Leave Management Technician	1.0	\$0.07	Ensure leave benefits, under the Family Medical Leave Act and other APS benefits, are administered in a timely and consistent manner to avoid financial hardship of employees on leave.
Online License Renewal Account		\$0.01	Ensure immediate and reliable licensure processing for staff required to hold a professional license to support students.





Budget Items	Budget Line Item Cost
Live Where You Work	\$150,000
Parental Leave	\$500,000
Extended Professional Development	\$320,000
Transportation Demand Management	\$220,000



Professional Development

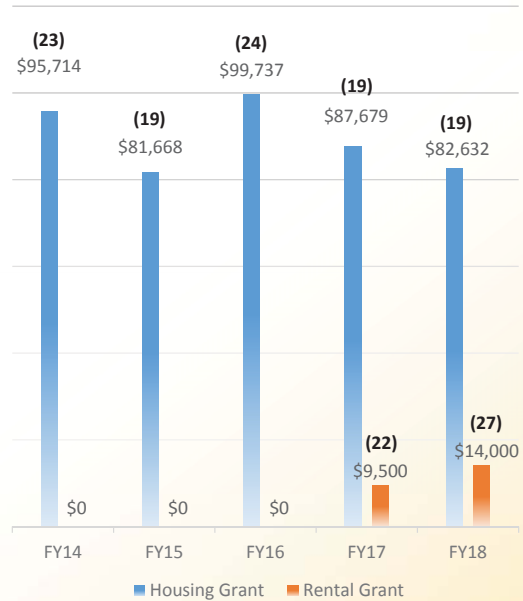
Cohorts	Description
Assistant to Teacher	Started in 2012 as “grow your own” initiative to increase APS’s teacher pipeline and provide professional learning opportunities to A-scale employees. 124 participants to date 30 cohort members have become APS teachers
ESOL/HILT	Started in 2017 to increase the number of general education teachers endorsed in ESOL/HILT. Currently 12 participants Coursework completion in Summer 2018 – Endorsement
Gifted and Talented	Started in 2010 as an initiative to address teacher shortages in this area and support general education teachers in differentiation. Currently 16 participants Rolling admittance – Endorsement
Reading	Started in 2016 to increase the number of teachers endorsed in Reading and address the teacher shortage in this area Currently 12 participants Coursework completed in Summer 2018 – Masters in Reading
Special Education	Started in 2010 to increase the number of Special Education teachers endorsed in content areas to meet graduation requirements.



Live Where You Work Grant

Help employees defray the cost of purchasing or renting their “first” primary residence in Arlington.

- Any full-time employee working 30 or more hours per week.
- No income or type of housing limit.
- No credit checks
- Housing grant is equal to 1% of the full purchase price to the maximum of \$6000
- Rental grant is \$500



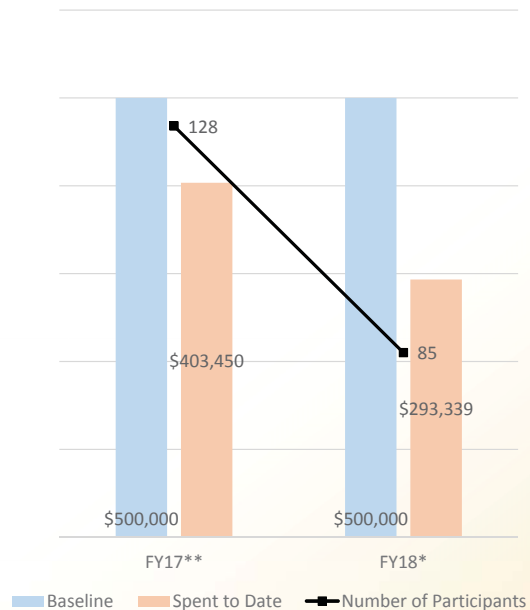
13



Parental Leave

Support employees with balancing careers and childbirth.

- Two weeks paid leave for eligible employees due to the birth of a child or placement of a child through adoption or foster care.
- Eligibility based on approval under the Family and Medical Leave (FML) Act



**Benefit inception date is July 1, 2016
*FY18 cost as of March 1, 2018

14



Transportation Demand Management (TDM) Subsidy

TDM plans promote public transit, walking, biking, carpooling, and other options that reduce the demand for vehicular travel, and lessen congestion and air pollution.

The following types of subsidies are offered:

- CommuterDirect/SmarTrip® Card
- Carpool
- Motor-Free commuters




*FY18 cost as of March 1, 2018

MARCH 13, 2018

DEPARTMENT BUDGET REVIEW

Human Resources

FISCAL YEAR
2019

 ARLINGTON PUBLIC SCHOOLS
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DEPARTMENT BUDGET REVIEW

Finance & Management Services

FISCAL YEAR
2019



51 of 79

Agenda

- Department Overview
- Review of:
 - New funding
 - Reductions and Changes in Service Delivery
- Wrap Up



Department Overview



53 of 79



Finance & Management Services Key Areas of Focus

- Finance
 - Budgeting
 - Accounting
 - Auditing
 - Financial Management
- Purchasing
 - Goods
 - Services
 - Construction
 - Insurance

54 of 79



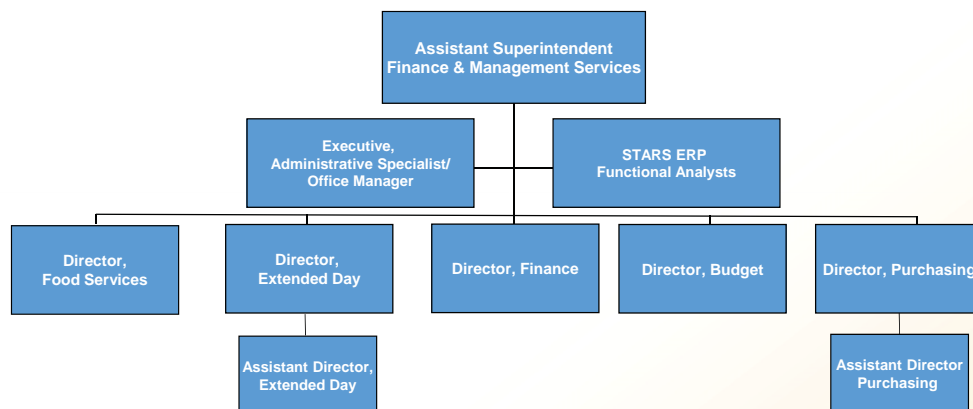
Finance & Management Services Key Areas of Focus

- Food Services
 - School breakfast and lunch program
 - Average daily participation increased FY16 to FY17
 - 26% for breakfast
 - 12% for lunch
 - Serving 18,000 customers per day
- Extended Day
 - Before and after school child care
 - Extended learning provided through literacy and STEM activities
 - Serving over 4,200 children
 - 28% increase from FY13 to FY17

55 of 79



Finance & Management Services Staffing Structure



56 of 79

Finance & Management Services

POSITION SUMMARY		
	FY 2018	FY 2019
STAFFING FINANCE	ADOPTED	PROPOSED
Assistant Superintendent	1.00	1.00
Director	3.00	3.00
Assistant Director	1.00	1.00
Financial & Budget Analysts	7.75	7.75
ERP Analysts	2.00	2.00
Sr.Buyers/Buyer	2.00	3.00
Accounts Payable Specialists	3.00	3.00
Clerical/Technical	2.00	2.00
Total Finance	21.75	22.75
STAFFING FOOD & NUTRITION		
Director	1.00	1.00
Coordinator	1.00	1.00
Food Service Specialists	3.00	3.00
Clerical	1.00	1.00
Total Food & Nutrition *	6.00	6.00
STAFFING EXTENDED DAY		
Director	1.00	1.00
Assistant Director	1.00	1.00
Extended Day Specialists	3.00	3.00
Supervisors	29.00	29.00
Assistant Supervisors	23.00	23.00
Extended Day Team Leaders	8.00	10.00
Clerical	4.00	4.00
Total Extended Day **	69.00	71.00
GRAND TOTAL	96.75	99.75

* Does not include hourly paid employees (36 managers, 106 food service staff and 1 food service driver)

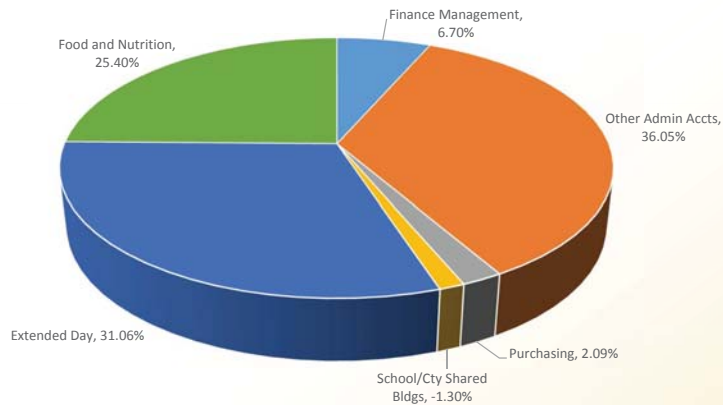
** Does not include hourly paid employees (240 Aides-Elementary Schools, 12 Aides-Middle School and 140 Substitute Teachers/Trainees)



Finance & Management Services

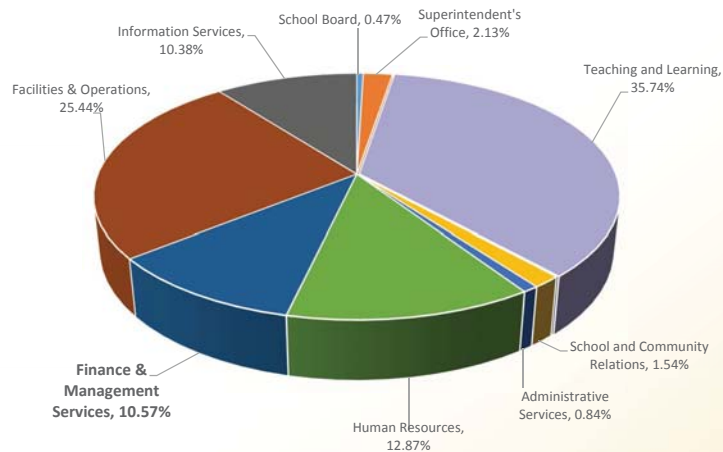
Budget Overview: Department Budget by Programs

Total Budget including other programs: \$38.4 M



Finance & Management Services

Budget Overview: Percentage of Overall Central Office Budget

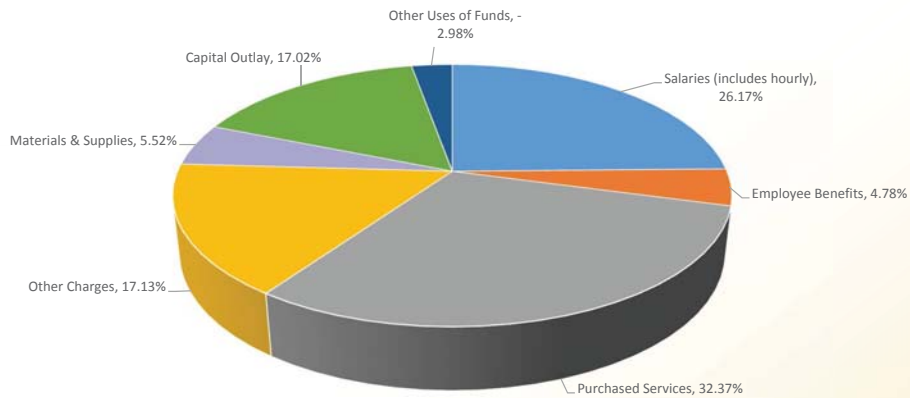


Note: Central Office Budget does not include Food and Nutrition and Extended Day budgets as they are not part of the School Operating Fund

Finance & Management Services

Budget Overview: Expenditures by Category

Total Budget: \$16.7 M

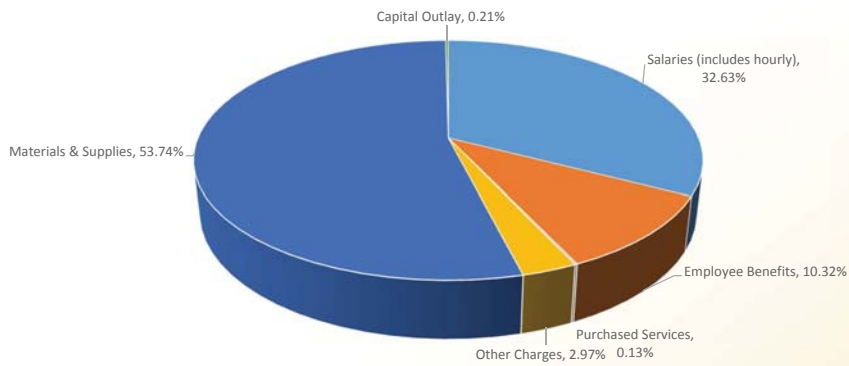


Note: Graph above does not include data for Food and Nutrition and Extended Day expenditures as they are not part of the School Operating Fund

Food and Nutrition Services

Budget Overview: Expenditures by Category

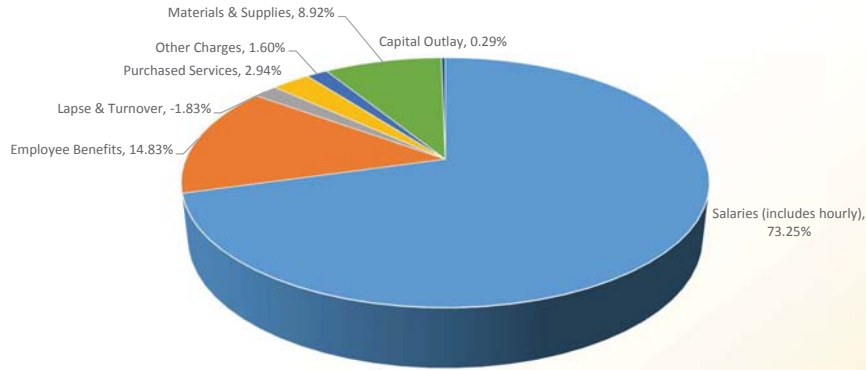
Total Budget: \$9.8 M



Extended Day

Budget Overview: Expenditures by Category

Total Budget: \$11.9 M



63 of 79

Finance & Management Services Investments to Support Growth

Budget Item	<i>in millions</i>	FTE
Senior Buyer	\$0.14	1.00

Rationale:

- Competitive solicitations in FY 2017 increased 94% over those in FY 2011 with no increase in staff
 - FY 2018 solicitations are on track to exceed those in FY 2017
- Through contract negotiations and procedural thoroughness, Purchasing staff generated over \$190,000 in savings in FY 2017
 - Additional buyer will provide increased opportunities for contract analysis

64 of 79



Finance & Management Services

Reductions/Changes in Service Delivery

Finance & Management Services Changes

Reduce Enrollment Adjustment Reserve	(\$0.08)
Reduce Central Funding for Supplies and Classroom Furniture	(\$0.17)

Rationale:

- Historical records and expenditure trends show that not all funding has been used
- Accounts will still retain funding commensurate with the average spend over the past three years



MARCH 13, 2018 

DEPARTMENT BUDGET REVIEW

Administrative Services

FISCAL YEAR
2019

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Agenda

- Administrative Services Department Overview
- Review of:
 - New/Change in funding
 - Reductions
 - Initiatives
- Wrap Up

67 of 79



Administrative Services Overview

68 of 79



Administrative Services Department Overview

Administrative Services is responsible for:

- Shared evaluations of school principals with the Superintendent
- Professional Development funding for Principals
- Direct Support to Principals
- Succession Planning for Leadership Development
- Annual Administrative Conference
- System-Wide Discipline Related to Serious Offenses
- Safe School Environments
- Serious Incident Management and Coordination with School Principals

69 of 79



Administrative Services Department Overview cont'd

Administrative Services is the liaison to:

- All Principal Groups
- Student Advisory Board
- Identified Special Projects Addressing System-Wide Needs
- Participation in the County/Schools Collaboration Team
 - Arlington County Police Department
 - Second Chance
 - Arlington Gang Task Force
 - Arlington Partnership for Children, Youth and Families
 - Emergency Management

70 of 79



Administrative Services Department Key Service Areas

- Principal Support
- School Management Plans
- Succession Planning for Leadership Development
- Student Advisory Board
- Emergency Management
- Student Discipline
- Serious Incident Management
- School Safety Audits and Security

71 of 79



Administrative Services Budget Overview

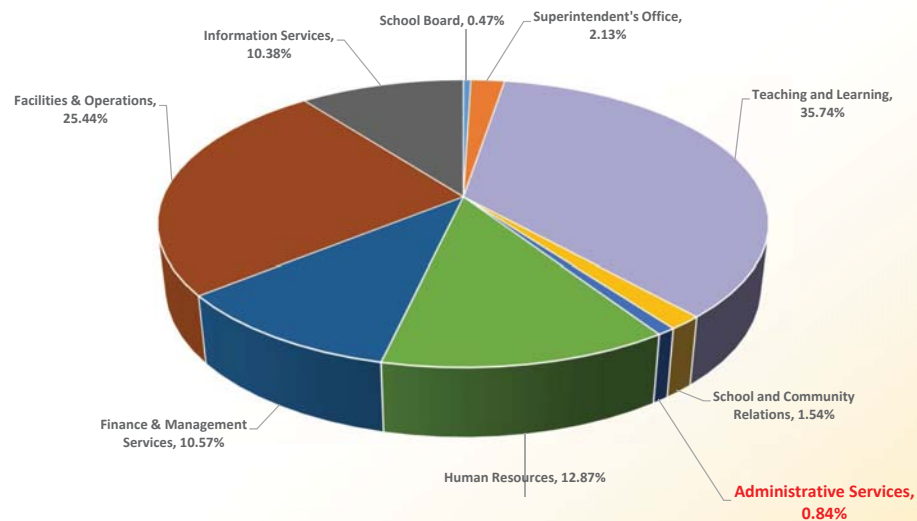


72 of 79



Administrative Services Department

Budget Overview: Percentage of Overall Central Office Budget



73 of 79



Administrative Services Department Budget Change Overview

- New Investments:
 - \$50,000 - Alternatives to Suspension – Proactive Measures
- Reductions:
 - \$50,000 - Principal Professional Development

74 of 79



Administrative Services Department New Funding

FINANCIAL SUMMARY

	FY 2017	FY 2018	FY 2019
CATEGORY	ACTUAL	ADOPTED	PROPOSED
Salaries (includes hourly)	\$267,639	\$348,454	\$788,504
Employee Benefits	\$84,096	\$121,635	\$270,689
Purchased Services	\$161,214	\$128,575	\$178,575
Other Charges	\$75,517	\$129,410	\$79,410
Materials and Supplies	\$33,033	\$11,788	\$11,788
Capital Outlay	\$0	\$760	\$760
Total	\$621,500	\$740,622	\$1,329,726

75 of 79



Administrative Services Department New/Change in Funding

- Alternatives to Suspensions-Proactive Measures
 - \$50K Added to Department Budget
 - Previously funded in FY17 & FY18 from one-time funds-\$150K
 - Schools submit proposals to Administrative Services for school-based & school-designed Alternatives to Suspensions
 - Proposals are approved based on suspension data, outcomes of previous year programming & scope of impact:
 - Reducing overall suspensions
 - Reducing suspensions for male students of color, English Learners (EL) and Students with Disabilities (SWD)

76 of 79



Administrative Services Department Funding Reduction

- Professional development opportunities for APS administrators
 - \$50K Reduction
 - Previous allocation - \$150K


77 of 79



Administrative Services Department Initiatives

- Alternatives to Suspension-Proactive Measures
- Student's Rights & Responsibilities Guidebook
- Student "Know Your Rights: When Interacting with Law Enforcement"
- Policy Alignment
- Discipline Framework for Administrators
- Succession Planning for Leadership Development
- Leadership Competencies
- Emergency Management Procedures and Protocols

78 of 79

MARCH 13, 2018 

DEPARTMENT BUDGET REVIEW

Administrative Services

FISCAL YEAR
2019

