

# **WESTPORT CENTRAL SCHOOL DISTRICT**

## **BUDGET NEWSLETTER OF MAY 2018**

### **REGARDING THE ANNUAL VOTE AND ELECTION OF MAY 15, 2018**

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#### **Dear Westport Central School District Community:**

On Tuesday, May 15, 2018, the eligible voters within the school district are invited to come to the polls to vote on the school board's proposed \$6,562,000 budget plan for 2018-19, elect a member to the Board of Education, and vote on a proposition to use existing reserve funds to purchase a replacement plow truck with a V-plow and sander, and also to purchase a replacement mower.

The proposed expenditures and revenues were finalized by the school board on Thursday, April 19<sup>th</sup>. The proposed budget plan would provide sufficient revenues to sustain into next school year the same number of full-time and part-time teaching positions that are in place this current school year.

Westport Central School District (CSD) faces the unenviable situation of significantly higher costs next school year associated with increased health insurance rates. Most other cost increases are closer to the normal range of annual cost increases. Coupled with various cost increases is a forecasted net reduction in combined state aid categories Westport CSD receives next school year, compared with this school year's state aid.

And the school board proposes appropriating \$200,000 of fund balance into the 2018-19 budget to help balance estimated expenditures and forecasted revenues.

#### **Estimated Property Tax Impact**

The school board's budget proposal would increase a homeowner's school tax bill for the 2018-19 school year by an estimated \$102.19 for each \$100,000 of assessed property value. A homeowner may have STAR or other exemptions that would be factored into that individual's school tax bill.

#### **Proposed Budget Calls for Supermajority Approval of Voters**

The school board's proposed budget plan calls for a tax levy of \$3,856,968 (representing a 9.98% increase on the tax levy) which exceeds the statutory tax levy increase limit of \$3,591,906 (representing a 2.42% tax cap levy increase). Because the proposed budget plan's tax levy increase exceeds the property tax cap threshold, a supermajority of sixty percent of qualified voters present and voting on May 15<sup>th</sup> is required for the school board's proposed 2018-19 budget plan to be approved.

#### **Recent Prior Proposed Budgets At or Below Tax Cap Threshold**

The school board's proposed budgets in recent school years have each been at or below the statewide property tax cap threshold for Westport CSD: **Spring 2017**: -0.33% property tax levy (decrease); **Spring 2016**: 2.09% property tax levy (increase); **Spring 2015**: 0.61% property tax levy (increase) and **Spring 2014**: 1.51% property tax levy (increase).

#### **Why is the School Board Proposing to Override the Property Tax Cap Threshold?**

Westport CSD's property tax cap threshold for next school year is a 2.42% increase on the property tax. It's forecasted that a proposed budget plan with a 2.42% property tax levy increase would result in almost \$195,000 of cost reductions to be enacted July 1<sup>st</sup> forward.

It's forecasted the vast majority of those cost reductions would involve reduced teacher employment at Westport CSD. Here is why: The support positions at Westport CSD are viewed by the school district as having

already been reduced to the number of support positions essential to clean and maintain the schoolhouse; drive and maintain the school bus fleet; prepare breakfasts and lunches for students; and provide essential school office functions at Westport CSD.

### **Has the school board considered reducing the number of teacher positions?**

**Yes.** The school board has previously reduced teacher positions across more than a decade at Westport CSD. Here are some examples of teacher positions the school board has cut from prior budgets since year 2000: library media specialist; technology coordinator/elementary computer teacher; secondary grades academic intervention services teacher; home and careers teacher; business education teacher and an alternative education teacher.

### **How would further reductions in teaching positions impact curriculum and instruction next school year?**

A budget proposal featuring a property tax levy at the 2.42% tax levy cap for 2018-19 would almost certainly require eliminating the equivalent of approximately two and one half full-time equivalent teaching positions (2.5 FTE). And it's very likely that at least some of those 2.5 FTE in cuts to teacher positions would result in reducing secondary grades course electives and reducing the total number of course sections available for Westport CSD students next school year. It's possible there could be some impacts on elementary grades curriculum and instruction, as byproducts of reduced instructional program positions at Westport CSD.

### **School Board Considered All Suggestions**

All suggestions the school board received to reduce expenditures were considered. Some suggestions will be implemented. Here's one example: Several individuals had suggested during winter 2018 that a singular full-time Superintendent-Principal position would result in lower costs than the current administrative staffing model consisting of a part-time per-diem interim superintendent and a full-time Building Principal. The school board's proposed expenditures plan reflects that suggestion by budgeting a combined, singular full-time Superintendent-Principal at Westport CSD, July 1<sup>st</sup> forward.

### **Why the Annual Budgeting Process is a Challenge**

The school board faces these challenging budget development factors:

- A.** Low student enrollment – the school enrolls only 174 resident students. Also enrolled this school year are thirty-six non-resident students.
- B.** Meager year-to-year increases in state aid to help sustain programs, operations and facilities.
- C.** A property tax decrease of -0.33% approved May 2017 for this school year and property tax increases of 2.09%, 0.61% and 1.51% that were at or under the property tax cap threshold for the preceding school years prior to that.
- D.** Expanding expectations for curriculum, instruction, support services, information technology infrastructure, safety and security;
- E.** Cost increases for employee health insurance coverage and salaries.

### **Proposition for a Replacement Plow Truck and Replacement Mower**

One of the voter propositions for May 15, 2018 is authorizing use of existing reserve funds to purchase a replacement plow truck with a V-plow and sander, and also to purchase a replacement mower. That proposition's detailed wording is as follows:

RESOLVED, that the Board of Education of Westport Central School District is hereby authorized to transfer to the Transportation and Maintenance Equipment Reserve Fund from the existing Capital (Bus) Reserve Fund established on **April 8, 1997** the amount of **\$74,772.15**, which Capital (Bus) Reserve Fund shall also be

liquidated and dissolved by this proposition as the original purpose of the Capital (Bus) Reserve Fund is no longer desirable for School District purposes. The Superintendent of Schools or his/her designee is hereby directed to deposit monies in the Transportation and Maintenance Equipment Reserve Fund. The Board of Education is further authorized to appropriate and expend the maximum estimated amount of \$60,000.00, from the Transportation and Maintenance Equipment Reserve Fund, which actions shall result in no additional increase to the taxpayers of the District, for the purchase of the following equipment: a Heavy Duty Body Truck with V-plow and sander and a Mower.

### **Voting Process**

The school board may take **one** of the following actions if less than a sixty percent supermajority vote on May 15, 2018 in favor of the school board's \$6,562,000 proposed budget plan: **(1)** Present the same proposed budget plan for voter re-consideration on Tuesday, June 19<sup>th</sup> which is the statewide school budget revote day; **(2)** Prepare and present a revised budget plan for voter consideration on June 19<sup>th</sup>; or **(3)** Adopt a contingency budget.

In New York State, a school board may submit a proposed budget to voters two times. If voters fail to approve a proposed budget plan at the May 2018 vote and a June 2018 revote, the school board must adopt a contingency budget that must not have a tax levy greater than the amount of tax that was levied for the prior school year. Put simply, such a contingency budget freezes the 2018-19 tax levy at the 2017-18 tax levy amount.

### **Additional Budget Details**

Included with this newsletter are additional budget facts and figures. The school district's Web site features additional budget-related information. Direct your Web browser to the following Web address for Westport CSD: <https://www.westportcs.org/> and then select the Superintendent's Updates page or the Budget Development page.

Any district resident wishing more detail on paper than what's provided with this newsletter is welcome and encouraged to telephone the district clerk at Westport CSD to request additional detailed budget information be mailed to you. You may contact the district clerk at 518-962-8244.

### **Who is running for the vacant school board seat?**

Two candidates are running for one board seat: James Carroll and Medara Sherman.

### **Voter Consideration Appreciated**

The school board appreciates voter consideration of the above-mentioned \$6,562,000 proposed 2018-19 budget plan, along with the election of a member to the Board of Education and use of existing reserve funds to purchase a replacement plow truck and a replacement mower.

### **Thank you!**

Alice LaRock, President of the Board, on behalf of the Board of Education

A. Paul Scott, Interim Superintendent of Schools, on behalf of Westport CSD

### **Westport CSD Board of Education**

Alice LaRock, President

James Carroll, Vice President

Tom Kohler, Member

Suzanne Russell, Member

Jason Welch, Member

# Westport Central School

## State Category (3-Part Budget) Report

**Fiscal Year: 2019**

State Function	Description	2017-2018 Adopted Budget	2018-2019 Proposed Budget	Dollar Change	Percent Change
<b>Administration</b>					
1010	Board Of Education	30,557.00	8,822.00	-21,735.00	-71.13
1040	District Clerk	3,443.00	3,543.00	100.00	2.90
1060	District Meeting	300.00	435.00	135.00	45.00
1240	Chief School Administrator	154,641.00	187,467.00	32,826.00	21.23
1310	Business Administration	205,307.00	205,070.00	-237.00	-0.12
1320	Auditing	9,200.00	9,200.00	-	-
1330	Tax Collector	4,550.00	5,041.00	491.00	10.79
1345	Purchasing	2,499.00	2,680.00	181.00	7.24
1380	Fiscal Agent Fee	2,000.00	2,000.00	-	-
1420	Legal	6,000.00	6,200.00	200.00	3.33
1430	Personnel	11,744.00	17,085.00	5,341.00	45.48
1480	Public Information and Services	-	9,300.00	9,300.00	-
1670	Central Printing & Mailing	8,061.00	7,940.00	-121.00	-1.50
1910	Unallocated Insurance	22,372.00	23,095.00	723.00	3.23
1981	BOCES Administrative Costs	66,438.00	75,231.00	8,793.00	13.23
2020	Supervision-Regular School	81,814.00	816.00	-80,998.00	-99.00
2070	Inservice Training-Instruction	-	-	-	-
9000	Employee Benefits	128,303.00	158,365.00	30,062.00	23.43
<b>Total Administration</b>		<b>737,229.00</b>	<b>722,290.00</b>	<b>-14,939.00</b>	<b>-2.03%</b>
<b>Capital</b>					
1620	Operation of Plant	245,858.00	259,754.00	13,896.00	5.65
1621	Maintenance of Plant	106,325.00	149,173.00	42,848.00	40.30
1964	Refund on Real Property Taxes	5,000.00	2,000.00	-3,000.00	-60.00
5510	District Transportation Services	25,000.00	-	-25,000.00	-
9000	Employee Benefits	80,724.00	78,572.00	-2,152.00	-2.67
9721	Statutory Bonds-School Construction	157,138.00	157,363.00	225.00	0.14
9901	Transfer to Other Funds	-	-	-	-
9950	Transfer to Capital Fund	-	-	-	-
<b>Total Capital</b>		<b>620,045.00</b>	<b>646,862.00</b>	<b>26,817.00</b>	<b>4.33%</b>
<b>Program</b>					
2070	Inservice Training-Instruction	-	-	-	-
2110	Teaching-Regular School	1,595,526.00	1,582,895.00	-12,631.00	-0.79
2250	Prg For Sdnts w/Disabil-Med Elgble	860,247.00	891,776.00	31,529.00	3.67
2280	Occupational Education(Grades 9-12)	96,908.00	176,720.00	79,812.00	82.36
2610	School Library & AV	37,930.00	48,454.00	10,524.00	27.75
2630	Computer Assisted Instruction	160,166.00	157,908.00	-2,258.00	-1.41
2810	Guidance-Regular School	93,957.00	126,631.00	32,674.00	34.78
2815	Health Svcs-Regular School	47,945.00	48,530.00	585.00	1.22
2820	Psychological Svcs-Reg Schl	56,703.00	54,566.00	-2,137.00	-3.77
2850	Co-Curricular Activ-Reg Schl	31,302.00	31,519.00	217.00	0.69
2855	Interscholastic Athletics-Reg Schl	75,946.00	72,223.00	-3,723.00	-4.90
5510	District Transport Svcs-Med Elgble	192,204.00	218,803.00	26,599.00	13.84
5530	Garage Building	12,278.00	12,648.00	370.00	3.01
9000	Employee Benefits	1,411,156.00	1,745,675.00	334,519.00	23.71
9089	Other (specify)	-	-	-	-
9901	Transfer to School Food Service Fund	9,460.00	12,000.00	2,540.00	26.85
9901	Transfer to Special Aid Fund	6,998.00	12,500.00	5,502.00	78.62
<b>Total Program</b>		<b>4,688,726.00</b>	<b>5,192,848.00</b>	<b>504,122.00</b>	<b>10.75%</b>
<b>Report Totals</b>		<b>6,046,000.00</b>	<b>6,562,000.00</b>	<b>516,000.00</b>	<b>8.53%</b>

Budget Component Summary				
	2018-2019 Proposed Budget	%	2017-2018 Adopted Budget	%
		of Budget		of Budget
Administration	722,290.00	11.00	737,229.00	12.19
Capital	646,862.00	9.86	620,045.00	10.26
Program	5,192,848.00	79.14	4,688,726.00	77.55
	<b>6,562,000.00</b>	<b>100.00</b>	<b>6,046,000.00</b>	<b>100.00</b>

**Property Tax Report Card**  
**151601 - WESTPORT CSD**

**2017-2018 - Page 1**  
**Official - as of 04/23/2018 12:28 PM**

**Note: Some data elements of the Property Tax Report Card have been revised or renamed to more closely follow the Property Tax Cap calculations districts complete on the Office of the State Comptroller website. Please see the Help text above for definitions. Additional guidance on the Property Tax Levy Limit is available on the Office of Educational Management Services website:**  
<http://www.p12.nysed.gov/mgtserv/propertytax/taxcap/>.

**Please also submit an electronic version (PDF or Word) of your school district's 2018-19 Budget Notice to: emscmgt@nysed.gov. This will enable us to help correct any formula or data entry discrepancy quickly.**

**Form Due - April 23, 2018**

Form Preparer Name:   
 Preparer's Telephone Number:

<b>Shaded Fields Will Calculate</b>	<b>Budgeted 2017-18 (A)</b>	<b>Proposed Budget 2018-19 (B)</b>	<b>Percent Change (C)</b>
Total Budgeted Amount, not including Separate Propositions	6,046,000	6,562,000	8.53 %
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	3,507,096	3,856,968	
B. Tax Levy to Support Library Debt, if Applicable			
C. Tax Levy for Non-Excludable Propositions, if Applicable <sup>2</sup>			
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable			
E. Total Proposed School Year Tax Levy (A+B+C-D)	3,507,096	3,856,968	9.98 %
F. Permissible Exclusions to the School Tax Levy Limit	0	0	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>	3,507,096	3,591,906	
H. Total Proposed Tax Levy for School Purposes, <u>Excluding</u> Permissible Exclusions and Levy for Library Debt, Plus Prior Year Tax Cap Reserve (E-B-F+D)	3,507,096	3,856,968	
I. Difference: (G-H);(negative value requires 60.0% voter approval) <sup>2</sup>	0	-265,062	
Public School Enrollment	216	212	-1.85 %
Consumer Price Index			2.13 %

<sup>1</sup> Include any prior year reserve for excess tax levy, including interest.

<sup>2</sup> Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

<sup>3</sup> For 2018-19, includes any carryover from 2017-18 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	<b>Actual 2017-18 (D)</b>	<b>Estimated 2018-19 (E)</b>
Adjusted Restricted Fund Balance	1,290,607	1,243,280
Assigned Appropriated Fund Balance	87,064	200,000
Adjusted Unrestricted Fund Balance	403,757	262,480

Adjusted Unrestricted Fund Balance as a  
Percent of the Total Budget

6.68 % 4.00 %

**Schedule of Reserve Funds**

Reserve Type	Reserve Name	Reserve Description *	3/31/18 Actual Balance	6/30/18 Estimated Ending Balance	Intended Use of the Reserve in the 2018-19 School Year (Limit 200 Characters)**
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**Note: Be sure to click on the Save button at the bottom after each additional Reserve you add under Capital, Property Loss, Liability, or Other Reserve.**

Capital	CAPITAL IMPROVEMENT	For the cost of any object or purpose for which bonds may be issued.	817,604	820,578	None
Capital	BUS RESERVE	For the cost of any object or purpose for which bonds may be issued.	74,589	0	None
Capital	TRANSPORTATION & MAINTENANCE EQUIPMENT RESERVE	For the cost of any object or purpose for which bonds may be issued.	0	74,860	Voter approved resolution for Equipment included in the 2018-19 budget
Repair		For the cost of repairs to capital improvements or equipment.			
Workers Compensation		For self-insured Workers Compensation and benefits.			
Unemployment Insurance	UNEMPLOYMENT INSURANCE	For reimbursement to the State Unemployment Insurance Fund.	25,327	25,389	None
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.			
Mandatory Reserve for Debt Service		For proceeds from the sale of district capital assets or improvement, restricted to debt service.			
Insurance	INSURANCE RESERVE	For liability, casualty, and other types of uninsured losses.	25,345	25,436	None
Property Loss + (add)		To cover property loss.			
Liability		To cover incurred liability claims.			

Tax Certiorari	RESERVE FOR TAX CERTIORARI	For tax certiorari settlements.	<input type="text" value="5,548"/>	<input type="text" value="11,068"/>	Payment of tax certiorari settlements, if applicable.
Reserve for Insurance Recoveries		For unexpended proceeds of insurance recoveries at fiscal year end.	<input type="text"/>	<input type="text"/>	
Employee Benefit Accrued Liability	EMPLOYEE BENEFIT ACCRUED LIABILITY	For accrued 'employee benefits' due to employees upon termination of service.	<input type="text" value="284,913"/>	<input type="text" value="285,949"/>	Payment of unused sick leave associated with retirement of eligible employees.
Retirement Contribution		For employer retirement contributions to the State and Local Employees' Retirement System.	<input type="text"/>	<input type="text"/>	
Reserve for Uncollected Taxes		For unpaid taxes due certain city school districts not reimbursed by their city/county until the following fiscal year.	<input type="text"/>	<input type="text"/>	
Single Other Reserve <a href="#">+ (add)</a>			<input type="text"/>	<input type="text"/>	

**\* NYSED Reserve Guidance:**  
[http://www.p12.nysed.gov/mgtserv/accounting/docs/reserve\\_funds.pdf](http://www.p12.nysed.gov/mgtserv/accounting/docs/reserve_funds.pdf)

**OSC Reserve Guidance:**  
<http://osc.state.ny.us/localgov/pubs/listacctg.htm#reservefunds>

**\*\*Provide a brief, but specific, statement of the planned use and appropriation for the reserve in SY 2018-19. Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.**

Save	Reset	Save & Ready
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## **POSTAL CUSTOMERS LOCAL**

### **Public Budget Hearing**

Tuesday, May 8, 2018 at 6 PM in the Library Media Center

### **2018-19 Annual Vote on the Proposed Budget Plan and Election**

Tuesday, May 15, 2018 from 12 Noon until 8 PM

### **Voters will be asked to vote by ballot on the following:**

- (1) Proposed 2018-19 \$6,562,000 Budget Plan
- (2) One Board member for a five year term commencing July 1, 2018
- (3) Proposed use of existing reserve funds to purchase a replacement plow truck with plow and sander plus a replacement mower

### **Absentee ballots are available upon request:**

Please contact Jana Atwell, District Clerk at 518-962-8244.

### **Voter Qualifications:**

- (1) Citizen of the United States
- (2) Eighteen years of age or older
- (3) Resident of Westport Central School District for thirty days or more
- (4) Qualified to register for a vote at an election as per section 5-106 of election law.